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28 April 2025

Dear Returning Students and Parents:

As summer approaches, we hope you have found the school year rewarding. While we recommend that you use the summer months to relax and enjoy the slower, different pace that summer months can offer, a few of you may be considering a summer course in mathematics.

Students who wish to complete a summer class for the purpose of advancing through at most one IMSA required core mathematics class must complete the attached form. The required core courses are MI-2, MI-3, MI-4, AB1 or BC1, AB2 or BC2, and BC3 courses. Students who earned below a C in an IMSA core mathematics course might consider taking a summer course to bolster their fluency with that course's content. This would not serve to advance through an IMSA course.

You can explore options local to your community or research online programs that may fit your needs (there is an attached sheet that outlines the topics of each MI course). Online courses preferably have a synchronous portion, as self-study does not constitute grounds for replacing an IMSA semester-long course. Note that we do not promote particular programs or courses, as they often change from year to year.

If you would like to take a summer mathematics course for advancing through the IMSA core, the following is required:

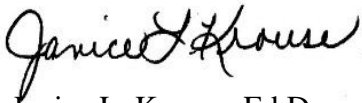
- Discuss your ideas about summer course work with your current (or most recent) IMSA core mathematics course instructor and your parents/guardians to help determine best options. Performance in the current or most recent core math class, graduation requirements and future course preferences will be considered.
- Submit a completed [Summer Course Request Form](#). This will require the course syllabus from the program/school, which should include institution, instructor, resources used, topics covered and duration of time on each topic expected. **All Request forms are due by May 15, 2025 @ 11:59 pm.**
- Gain approval of this Request. This approval will certainly depend upon the proposed institution and course, but also upon the student; that is, whether attempting such a replacement is in the best interest of that student. Notification of approval will be sent via email no later than May 30, 2025.
- Attain signatures. Upon approval, an electronic document stating expectations and conditions will be forwarded for e-signatures, including the student, parent/guardian, current (or most recent) IMSA core mathematics course teacher, Summer School Coordinator for Mathematics, the student's College and Academic Counselor (CAC) and the Principal's Office. All forms should be signed by student and parent/guardian within 48 hours of receipt. Once signed, forms will automatically forward to the next signatory.
- Complete the summer course with a grade of B or higher.
- Complete and submit all supplemental mathematics materials provided by the Summer School Coordinator by the student's assessment date.

- Request an official transcript to be sent to the IMSA Summer School Coordinator/Registrar.
- Notify the Summer School Coordinator for Mathematics when you have completed the course and all supplemental materials. An assessment date/location will then be scheduled at an agreeable time. **Note that this may be scheduled prior to August move-in, if feasible.**
- Successfully complete the IMSA post-assessment exam for the course. This will assist us in making a recommendation for mathematics coursework for the upcoming year. **All testing must be completed by August 15, 2025 to be considered for placement changes.**
- *Note: Failure to successfully complete any of the itemized steps above may result in a denial to change a student's mathematics core course placement. Please reach out for assistance as needed.*

**It is our goal to have all steps completed before the start of the fall, 2025 semester to avoid disruptions to student and teacher schedules after the start of the semester. We appreciate your cooperation in helping us to meet that goal.**

If you have any questions, please email Dr. Janice Krouse ([krouse@imsa.edu](mailto:krouse@imsa.edu)). Kindly enter "Summer Math Course – student initials" in the subject line.

Thank you,



Janice L. Krouse, Ed.D.

Summer School Coordinator for Mathematics  
Mathematics Faculty