

Dear IB Students & Families,

Some updates from the IB Office...

**New IB Staff Member:**

Linda Patience, our IB Secretary and CAS Coordinator, has retired. She has been with the IB Program since it started and has been a pillar in making this program run. We will miss her. We are also excited to welcome a new member to the IB team. Magdalena Galvan is our new IB Secretary and CAS Coordinator. Her contact is [mgalvan@seq.org](mailto:mgalvan@seq.org).

**IB Exam Registration:**

IB exam registration has begun. Students in a testing year will register for the May 2020 exam session with the IB Coordinator, Ms McCahon, in class during the months of September and October. Ms McCahon will sit with every IB student testing to complete the registration process. All changes to IB exam registrations must be made by November 1st. Also, all IB courses in a testing year cannot be dropped after November 1st. After your student has registered, you will receive the IB fee letter in the mail (to your address in IC).

**How to Pay for IB Exams:**

An official bill will be mailed home after your student has sat with Ms McCahon for exam registration. Students have until November 15th to pay their IB exam fees. Payments can be made by check, cash or credit card.

**Cash or Check Instructions:**

If paying by check, please make it out to Sequoia High School and put the IB exam and the student's name in the memo line. Please bring cash and checks directly to the IB Office in Room #130. We will issue you a receipt for any cash payments.

**Credit Card Instructions**

If you would like to pay by credit card, please email Magdalena Galvan at [mgalvan@seq.org](mailto:mgalvan@seq.org) to request a credit card payment. She will post the required payment to your student's IC account. Please note that IC charges a credit card processing fee.

**Free or Reduced Lunch Qualifiers**

If your student qualifies for Free Reduced Lunch this school year, they will receive an IB scholarship to lower the cost of exams. Make sure to enroll in the FRL Program now if you think you will qualify.

If your family is in a financial situation that does not allow you to pay the full IB bill at once, please contact Lisa McCahon to set up a payment plan. If you have any questions about IB exam registration, please contact Lisa McCahon at [lmccahon@seq.org](mailto:lmccahon@seq.org). Thank you.