

# MADEIRA

## FORMS & INFORMATION CHECKLIST FOR NEW FAMILIES

This checklist is intended to assist new families in tracking communications, information, and action items during the onboarding process. **Action items are marked with red check boxes.**

All emails and instructions will be archived online for your reference at [www.madeira.org/new-snails](http://www.madeira.org/new-snails).

### APRIL 2025

Complete Enrollment Checklist forms by May 1: Log into the Parent Portal and complete all forms indicated in the yellow bar, including profile and emergency contact information: <https://madeira.myschoolapp.com>.

Transportation Sign-up due May 1: Madeira offers a limited bus/van transportation program that serves day students in the Washington, D.C. metro area. See [www.madeira.org/transportation](http://www.madeira.org/transportation) for more information.

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
<input type="checkbox"/> Student Email Address & Microsoft 365	Email from Director of Technology	To Students: Logging in to your Madeira email & Microsoft 365 account
<i>* All emails will be sent to the student's Madeira email address from this point on *</i>		
<input type="checkbox"/> Canvas Learning Account Instructions	Email from Director of Technology	To Students: Accessing the Canvas Learning System
<input type="checkbox"/> Student Portal Account Setup	Email from Director of Technology	To Students: Logging in to your Student Portal account
<input type="checkbox"/> Course Registration and Academic Information	Email from Academic Office	Course registration instructions
<input type="checkbox"/> Academic Registration Materials	Available online in the Student/Parent Portal at: <a href="https://madeira.myschoolapp.com/">https://madeira.myschoolapp.com/</a>	Course list Four-year plan Course registration details Records release form D Block options and registration form
<input type="checkbox"/> Placement Tests Available	Available online on Canvas from <b>April 30 - May 7</b>	To Students: Placement tests available on Canvas
<input type="checkbox"/> Upload Photo in Student Portal	Available online at <a href="https://madeira.myschoolapp.com/">https://madeira.myschoolapp.com/</a>	For Students: Upload a portrait-style photo for the Directory. Click your name, then Profile.

### MAY 2025

Health & Wellness Forms (due July 1) Email from Health & Wellness Center To Parents:  
Access to and directions for completing forms in the Health Portal

Throughout June, July & August, parents & students will receive numerous “**Madeira Summer Digests**”. These emails will contain helpful links, deadline reminders, & updated information to help families prepare for the Fall.

Once the school year begins, parents will receive a weekly email newsletter called “**News Parents Can Use**”, a one-stop shop for important Madeira news & updates.

## JUNE 2025

COMMUNICATION	TYPE/FROM	INCLUDED MATERIALS
<input type="checkbox"/> Message to Boarding Students	Email from Dean of Student Life & Culture Office	Advice to boarding students and a “what to bring” list
<input type="checkbox"/> Message to Day Students	Email from Dean of Student Life & Culture Office	Advice on getting involved in campus life
<input type="checkbox"/> Online Impact Testing	Email from Athletics Department	<b>To Students:</b> Instructions for completing Impact Testing for those intending to play a Fall sport
<input type="checkbox"/> Fall Athletics Apparel Stores are open	Email from Athletics Department	Instructions for ordering apparel (required for students participating in a Fall sport)

## JULY 2025

<input type="checkbox"/> Academic schedules are live	Email from Academic Office	Schedules for the 2025-26 school year are posted on Student Portal
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## AUGUST 2025

<input type="checkbox"/> Orientation & Arrival Details	Email from Dean of Student Life & Culture Office	Specific information regarding the start of the school year
<input type="checkbox"/> Academic schedules are updated	Email from Academic Office	Updated schedules (now including Advisor information) are posted on Student Portal

**CONGRATS ON MAKING IT TO THE END OF THIS CHECKLIST... YOU SNAILED IT!  
WE CAN'T WAIT FOR YOUR FAMILY TO JOIN THE MADEIRA COMMUNITY THIS FALL!**