Summer Frequently Asked Questions:

What are the office hours of the Academic Dean’s Office?

- All US offices are open from 8 to 3pm on Monday-Thursday each week in June until June 25 when the offices close for the July 4th holiday and the month of July.

How do I send the results of psychological testing to the school during the summer so that my student may start using accommodations allowed by Woodward as soon as possible in the fall?

- Testing may be submitted electronically to the upper school Accommodations Coordinator Kendra.Clemons@woodward.edu. Electronic submission is the quickest route and one that ensures Ms. Clemons receives testing results in a timely manner. These reports may also be mailed to Ms. Clemons at Woodward Academy, Jane Woodruff Hall, 1662 Rugby Avenue, College Park, GA 30337; however, Ms. Clemons does not typically come in to the office in June or July.

How do I ask teachers to complete forms about observed student behavior so that my child can complete psychological testing?

- During the school year, Ms. Clemons handles distributing forms to teachers and sends completed forms to psychologists; during the summer neither Ms. Clemons nor teachers work. Parents can send digital forms to teachers along with the psychologist’s email address for submission; however, Ms. Clemons did suggest in April in the Upper School Update that all such requests be given to her by May 1. Teachers may not be able to respond until August 6, 2015.

How do I get a transcript for a coach or other individual?

- Check your email! Around the 15th of June, the Dean’s office emails an unofficial student transcript for those students enrolled in grades 9-12 during the 2014-2015 school year to the parent(s). Included in the email you will find a detailed explanation for its many uses.
- The Dean’s office closes in July, but either the dean, the registrar, or the administrative assistant comes in one day every week to fulfill official transcript requests. Do not phone or email a grade-level counselor who does not work on transcripts.
- Make a transcript request using the link to the alumni transcript request on the Academic Dean’s web page and here. Remember, the Dean’s office cannot
release a transcript without business office approval; the business office also has reduced hours in the summer.

I received my course request list (end of June) or my actual schedule (end of July), and how do I change my schedule?

- The counselors’ last official day is May 28th, but your concerns will be addressed starting on August 4.
- Complete the survey at this [link](#) to have your concern placed in the list to be addressed starting on August 4.
- All counselors are in full-day faculty meetings on August 5.

How do I get notarized proof of attendance for the DOT in order to get a learner’s permit?

- Ms. Sheesley, Dean Freer’s administrative assistant, has the forms in her office. She is a notary. You must complete the top portion BEFORE you go to the DOT office to get a learner’s permit.

How do I obtain a work permit?

- See the Academic Dean [web page](#) for information about worker’s permits. Ms. Dobbins is available until June 25, Monday-Thursday, 8 to 3, in the Academic Dean’s office. She returns August 3rd.