



# GRASP BOOKLET INSTRUCTIONS



## CONGRATULATIONS!

It is time to review concepts learned during the school year so you can be prepared for next year!

*Submit lessons weekly so we can score them throughout the summer. This helps us process awards more timely and give you time to submit a retake if needed.*

## WHAT IS IN THE GRASP PACKET?

Your packet contains 9 answer sheets, one for each lesson.

**Kindergarten READING does not use answer sheets.** The lessons are done in the book, torn out, and mailed to us. Please be sure to put your child's first and last name on each lesson. (K MATH does contain answer sheets.)

Complete the top of each answer sheet so that we can give you credit:

<b>Last Name:</b>	<b>Clearly write the student's last name</b>
<b>First Name:</b>	<b>Student's first name</b>
<b>Grade:</b>	<b>Grade level of the GRASP booklet you are <u>reviewing</u></b>
<b>Subject:</b>	<b>Math and Reading are prefilled -- Use Green for Math and Red for Reading</b>
<b>Lesson Number:</b>	<b>Number of the lesson you are completing</b>

**PLEASE USE A #2 PENCIL TO FILL IN THE BUBBLES!!!**

## WHEN IS THE LAST DAY TO SEND THE SHEETS BACK?

Answer sheets must be postmarked by **AUGUST 4, 2023**. Those not postmarked by August 4th will not be scored or returned. Our teachers and other school staff return to work in mid-August so we need everything turned in to be scored. Thank you!

## WHAT IS THE PROCESS FOR RETURNING THE SCANSHEETS?



We send the scored lessons to the return address you put on the envelope. Please use the student's name, address, and apartment #.

If you are using an address different than the one you registered with, indicate on the envelope and lesson if this is an address change or a temporary summer location.



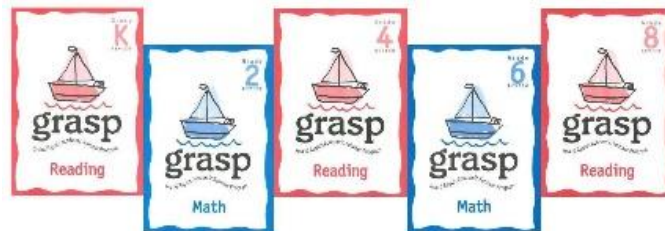
One envelope can have any number of answer sheets, even for different children in the family. Use the envelopes provided but if you run out or want to use a large envelope, mail to:

GRASP  
PO Box 311  
Grand Rapids MI 49501-0311



Postage rates change so be sure to use the appropriate postage.

Fold and crease well or the Post Office will charge an additional fee for a bulky envelope.



## WHAT IS THE SUGGESTED SCHEDULE?



You can work at your own pace, but please try to send your lessons using the schedule below. Why is it important to submit weekly?

- It ensures that you don't get behind.
- You may be able to submit a "retake" if you failed a lesson (see below).
- We will be able to score all summer and won't get too many to score in the last weeks of the program.

Mail by:

<b>Lesson 1 by June</b>	<b>9</b>	<b>Lesson 6 by July</b>	<b>14</b>
<b>Lesson 2 by June</b>	<b>16</b>	<b>Lesson 7 by July</b>	<b>21</b>
<b>Lesson 3 by June</b>	<b>23</b>	<b>Lesson 8 by July</b>	<b>28</b>
<b>Lesson 4 by June</b>	<b>30</b>	<b>Lesson 9 by August</b>	<b>4</b>
<b>Lesson 5 by July</b>	<b>7</b>		


If you start late, submit more than one lesson per week to meet the final deadline of August 4<sup>th</sup>.

## WHAT HAPPENS AFTER THEY ARE SCORED?



We score and return the answer sheets as soon as possible so that you get your results quickly! We are not open on Fridays, so mail received on a Friday is processed the next week.



When you receive the scored answer sheet back, note any that are marked as incorrect. The correct answer is printed between the columns (to the right of #1-25 or left of #26-50). D 

70% or higher - you get credit for the lesson!

69% or lower - you get one more chance. We will send a new "redo" sheet so you can bubble the answers that were correct and rework the ones you got wrong. **We stop allowing this two weeks before the end date because there is not enough time for mailing to you and back. Be sure to be ahead of schedule if you think you may need this.**

## HOW ARE THE AWARDS EARNED?

If you pass 7 lessons or more in either subject you earn a

### **CERTIFICATE!!!**



If you pass all 9 lessons in either subject you earn a

### **MEDAL!!!**



A student taking both math and reading will receive only one award.

If GRASP was ordered through a school or district, the awards will be distributed by them. If ordered directly through GRASP, awards will be sent to your home.

## HOW DO I CONTACT YOU WITH QUESTIONS?

Email [petersonL@grps.org](mailto:petersonL@grps.org) or [laram@grps.org](mailto:laram@grps.org)  
or call us at (616) 819-2548

The GRASP office is open Monday through Thursday from 7:30-4:00.

**HAVE AN AMAZING SUMMER! HAPPY GRASPing!!!**