



*Carletta T. Marrow, Ed.D.*  
Area 3 Associate Superintendent

August 13, 2020

Dear Parent(s)/Guardian(s),

During the 2020-2021 school year, Prince George's County Public Schools (PGCPS) will be piloting a redesign model of our high school student evening program. The first semester of the evening program will commence on Monday, August 31, 2020, and end on January 29, 2021, virtually.

Students will no longer attend evening high school at Crossland and Northwestern, but will be attending their respective boundary school evening program. An online evening program will be designed for students at each high school. Students will register for the evening program at the boundary school beginning Monday, August, 17, 2020. Registration will be conducted online through ScribSoft. The directions are outlined at the end of this letter.

Students will be able to work from home and receive virtual support when needed. The program is designed for students to earn credits towards graduation. There will be on-site support to students who are enrolled in the evening virtual program from certified content teachers 2 nights per week. During this distance learning period of time designated for the school system, all support will be provided online.

Should you have any questions regarding the evening program, please contact your child's boundary school Evening Program Coordinator, they should be able to assist you.

Sincerely,

Carletta T. Marrow, Ed.D.  
Area 3 Associate Superintendent

Attachments

## How to Register for the Evening Program

### **PARENT INFO**

You will need to log onto the online platform and complete an application for enrollment. Please refer to this link to obtain the required information to upload on your dashboard.

<https://www.pgcps.org/registration/>

Step 1: Create a family dashboard account (see below instructional link):

<https://whatsnew.scribsoft.com/en/articles/3921932-setting-up-your-family-dashboard>

Step 2: Complete the Application which is listed on the enrollment link:

<https://pgcpsmdc.scriborder.com/>

Step 3: You will need to associate the student to the dashboard. Choose the school you are enrolling into as your boundary evening program zone location when associating the student.

Step 4: Once you log into your family dashboard account and the student has been associated to the account, click on Begin Application in the right corner.

Step 5: Once you click on Begin application, select the student for which you are applying if more than one student is associated.

Step 6: You will get options depending on the student's grade and if they are new to the county. Choose the appropriate application grade. Make sure that you are registering for the evening program associated with your boundary school. Complete all of the pertinent questions.

Step 7: Once you complete this process, school officials from your boundary school should contact you to schedule an intake conference.

If you are experiencing technical issues, the system will defer you to ScribSoft. You will be able to email and/or call the number on the application. School staff are in the office on Monday and Wednesdays as well to provide assistance.

## SY2020 - 2021 Evening Program Coordinators

SCHOOL	FIRST NAME	LAST NAME	EMAIL ADDRESS
Bladensburg HS	Treasa	Gage-Edwards	treasa.edwards@pgcps.org
Bowie HS	Darwin	Mendevil	Darwin.Mendevil@pgcps.org
Central HS	Pamela	Ransome-Clark	pamela.ransomeclark@pgcps.org
Charles Herbert Flowers HS	Dameon	Powell	dameon.powell@pgcps.org
Crossland HS	Jameka	Cameron	jameka.cameron@pgcps.org
Dr. Henry A. Wise, Jr. HS	Nicole	McLaurin	nicole.mclaurin@pgcps.org
DuVal HS	Stacy	Ruiz	stacy.kline@pgcps.org
Eleanor Roosevelt HS	Biran	Secker	brian.secker@pgcps.org
Fairmont Heights HS	Sho Shauna	McCoy-Hill	shoshauna.mccoyhill@pgcps.org
Frederick Douglass HS	Trina	Bell-Adams	trina.bell@pgcps.org
Friendly HS	Mahalia	Jackson	mahalia.jackson@pgcps.org
Gwynn Park HS	Henry	Thompson	henry.thompson@pgcps.org
High Point HS	Symmone	Fisher	Symmone.Fisher@pgcps.org
International HS @ Langley Park	Lisa	Sacco	lisa.sacco@pgcps.org
International HS @ Largo	Elise	Willhight	elise.wages@pgcps.org
Largo HS	Rachelle	Jamall	rachelle.jamall@pgcps.org
Laurel HS	L. Pamela	Daniels	lucille.daniels@pgcps.org
Northwestern HS	Joel	Mclaughlin	joel.mclaughlin@pgcps.org
Oxon Hill HS	Merilyn	Guardacasa	merilyn.guardacasa@pgcps.org
Parkdale HS	Emmanuel	Jaff	Emmanuel.Jaff@pgcps.org
Potomac HS	DeShonta	Robinson	desho.robinson@pgcps.org
Suitland HS	Vonda	Carter	vonda.carter@pgcps.org
Surrattsville HS	Angie	Hall	Angie.Hall@pgcps.org