



# GRASP BOOKLET INSTRUCTIONS



**CONGRATULATIONS!** Enclosed is your GRASP packet!  
It is time to review concepts learned during the school year so you can be prepared for next year!

## WHAT IS IN THE GRASP PACKET?

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

**Kindergarten Reading packets do NOT contain answer sheets. All of the work is done in the book. When finished with a lesson, tear it out and send it to us. Before mailing, please be sure to put your child's first and last name on each lesson.**

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

**Last Name:** Clearly write the student's last name  
**First Name:** Student's first name  
**Grade:** Grade level of the GRASP booklet you are reviewing  
**Subject:** Math or Reading  
**Lesson Number:** Number of the lesson you are completing



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

**Answer sheets must be postmarked or in our local drop boxes by AUGUST 13, 2021. Those not postmarked or in the drop box by August 13th 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 score them. Thank you!**

## WHAT IS THE PROCESS FOR RETURNING THE SCANSHEETS?



We will send the scored lessons to the return address on the envelope. Please use the student's name and address for the return address.

Please indicate on a lesson if the address is different from the address used for registering. Let us know 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 of envelopes or want to use a large envelope, mail to:

GRASP  
PO Box 311  
Grand Rapids MI 49501-0311



Be sure to use the appropriate postage.

1-4 sheets = 55¢ (or a first class/forever stamp)  
5-9 sheets = 70¢ (or 2 first class/forever stamps)

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 try to send your lessons using the suggested schedule below so you don't get behind. It is also helpful for us if you do not send them all in at the end of the summer!

Mail by:

<b>Lesson 1 by June</b>	<b>18</b>	<b>Lesson 6 by July</b>	<b>23</b>
<b>Lesson 2 by June</b>	<b>25</b>	<b>Lesson 7 by July</b>	<b>30</b>
<b>Lesson 3 by July</b>	<b>2</b>	<b>Lesson 8 by August</b>	<b>6</b>
<b>Lesson 4 by July</b>	<b>9</b>	<b>Lesson 9 by August</b>	<b>13</b>
<b>Lesson 5 by July</b>	<b>16</b>		

You may want to submit lessons early in case you need a "re-do."

If you ordered late, remember the above is a suggested schedule. Just submit more than one lesson per week to meet the **ONLY** deadline, which is August 13<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 questions that were marked wrong. The correct answer is given on the same line as the question, in the area between the columns.

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 isn't 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!!!**