

## KOPLIK INSTRUCTIONS

Please update the file only for students who have submitted applications.

### **Step 1**

Download your school's Koplik file and save it to your Desktop

### **Step 2**

Open the downloaded file in Excel and update the file by clicking on the arrow next to "No" under the heading "Status" and on the line with the student's name, and click on the appropriate phrase, either "Pursued and Successful" or "Pursued and Unsuccessful" or "Pursued and Incomplete" depending upon whether the student: (a) successfully completed the requirements; (b) was not successful; or (c) will be taking Advanced Placement exam(s) in May and the scores will not be reported until July.

### **Step 3**

Click "save"

### **Step 4**

Upload file back to DropBox

Please note that files for students who are waiting for the results of their Advanced Placement exam scores must be updated no later than August 4<sup>th</sup>

In this folder are posted the following documents:

1. Parent/Guardian Form Letter to be sent to notify the parent or guardian of a student who, in one's junior year, initially qualifies for the Koplik Certificate of Mastery with Distinction
2. Koplik Certificate of Mastery with Distinction Application Form for students in the class of 2011
3. The list of Tuition Waiver Contact Persons at the State Colleges and Universities

For students who successfully complete the requirements for the Koplik Certificate, you are to issue that student the following: (a) a customized Koplik Certificate; (b) a Congratulatory Letter; and, (c) a list of the Contact Tuition Person(s) at each of the Massachusetts public colleges and universities.

Please note that the Koplik Certificate Template and the Congratulatory Letter will be posted after December 15, 2009.

For any questions you may have regarding the above, please contact Richard Salus at 781.338.6252 or by e-mail: [rsalus@doe.mass.edu](mailto:rsalus@doe.mass.edu)