



August 28, 2023

Dear Parent(s)/Guardian(s),

In accordance with Code of Maryland Regulations (COMAR) 13A.09.08.16B, Sheppard Pratt School defines a unit of credit as a minimum of 120 clock hours of instruction or a fraction of 120 clock hours for a partial unit of credit (i.e. 60 clock hours for .5 credits). For our summer 2024 session, students need to receive 60-clock hours of instruction for each class they are enrolled in. In addition to 60 clock hours of instruction, students must also earn a grade of D or higher and 60% of the curricular objectives in order to earn credit for a class.

Sheppard Pratt School session consists of **34 days of instruction (July 1, 2023 – August 16, 2023)**. This means that in order to earn credit, students must earn a grade of D or higher and attend a minimum of 30 days; or miss no more than 4 days during the summer session. Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Mark Hajjar". The signature is written in a cursive style with a large, stylized initial "M".

Mark Hajjar
Education Director