

February 6, 2025

Dear Math Teacher,

We are pleased that your school will participate in Math Field Day 2025 and look forward to seeing you and your students on Tuesday, April 8th. You will register your students on a shared link either Google Sheets or Microsoft Excel. I have already shared the document with your email listed on the Attendance form. If you have not received an email sharing this file, please let me know.

This link is only shared with the Mathematics Department and your school. Below is a sample registration form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | School | Class | ID | First Name | Last Name |
| 99 | My School | Freshman | 9911 | Mary | Jones |
| 99 | My School | Freshman | 9912 |  |  |
| 99 | My School | Freshman | 9913 |  |  |
| 99 | My School | Freshman | 9914 |  |  |
| 99 | My School | Freshman | 9915 |  |  |
| 99 | My School | Freshman | 9916 |  |  |
| 99 | My School | Freshman | 9917 |  |  |
| 99 | My School | Freshman | 9918 |  |  |
| 99 | My School | Sophomore | 9921 | Jake | Hall |
| 99 | My School | Sophomore | 9922 |  |  |
| 99 | My School | Sophomore | 9923 |  |  |
| 99 | My School | Sophomore | 9924 |  |  |
| 99 | My School | Sophomore | 9925 |  |  |
| 99 | My School | Sophomore | 9926 |  |  |
| 99 | My School | Sophomore | 9927 |  |  |
| 99 | My School | Sophomore | 9928 |  |  |
| 99 | My School | Junior | 9931 | Bob | Smith |
| 99 | My School | Junior | 9932 |  |  |
| 99 | My School | Junior | 9933 |  |  |
| 99 | My School | Junior | 9934 |  |  |
| 99 | My School | Junior | 9935 |  |  |
| 99 | My School | Junior | 9936 |  |  |
| 99 | My School | Junior | 9937 |  |  |
| 99 | My School | Junior | 9938 |  |  |
| 99 | My School | Senior | 9941 | Kay | Brown |
| 99 | My School | Senior | 9942 |  |  |
| 99 | My School | Senior | 9943 |  |  |
| 99 | My School | Senior | 9944 |  |  |
| 99 | My School | Senior | 9945 |  |  |
| 99 | My School | Senior | 9946 |  |  |
| 99 | My School | Senior | 9947 |  |  |
| 99 | My School | Senior | 9948 |  |  |

The first column is your school code, the second column is your school name, the third column is the student’s grade (enter only freshmen in the blue area, sophomores in the green area, juniors in the orange area, and seniors in the pink area). The fourth column is that particular student’s ID. Enter the student’s first name in the fifth column, last name in the sixth column.

Examples:

* Mary Jones is a freshman at My School. The ID code she needs to enter on her scantron is 9911.
* Jake Hall is a sophomore at My School. The ID code he needs to enter on his scantron is 9921.
* Bob Smith is a junior at My School. The ID code he needs to enter on his scantron is 9931.
* Kay Brown is a senior at My School. The ID code she needs to enter on her scantron is 9941.

The first four columns are set up so that you may not change them.

* Please enter your team data by Friday, March 14th so that we will know how many

 exams to duplicate.

* **You may change names on this form any time up to Monday, March 31st at noon.**

If you need to make changes after this, you will have to do it at the competition.

* Approximately 2 weeks before the event you will receive a packet of scantron forms. Please take some time helping each participating student fill out their scantron properly. Please do not use pen, only pencil. This will include their complete name, (last, first) in the top left section; and their ID number under “Special Codes” in the bottom section. A sample form will be included in your packet. **One of the biggest reasons for the delay in starting the award ceremony on time is our having to fix data that students entered incorrectly, or worse, falsely.** *Note: The computer discards a student's score if this number is not entered correctly on the examination answer sheet or if more than one student uses the same number.* Bring the scantrons with you to the event.
* You may enter up to eight students in any one grade.

Please be patient as we are still working on the Itinerary for the day. As soon as we have it set up, I will send a new update of the information you will need for the Math Field Day. Thank you so much.

We look forward to seeing you in April. If you have any questions or concerns, please feel free to email me at Jeaniffer.carman@siu.edu. Good luck!

Sincerely,



Jeaniffer Carman

Office Manager

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