

**Microsoft Certified Application Specialist**  
**Exam Intent Slip**

*Dear Parent/Guardian,*

*As you know, the option to take a Microsoft exam to be certified in Word, Excel and/or PowerPoint applications is available to all students during this semester. Students will have ample time to achieve certification in at least two of the Microsoft applications.*

*If your child is interested in taking an exam, please fill out the bottom portion of this page and return to me as soon as possible. This is for an approximate exam count and does not bind your child to taking the exam.*

*All exams are pass/fail; all fees include retake exams. The following are exam fees:*

*First Microsoft application exam      \$50.00*  
*Additional application exams            \$10.00*

*If you have a hardship case and would like to take an exam, please see me or send me an email and we will work out the fee on a case by case basis.*

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*My son/daughter \_\_\_\_\_ is interested in taking the (circle) Word    Excel    Powerpoint exam(s). I understand the exams and certifications are provided by Microsoft. Neither teachers nor Administrators from Westford Academy create any portion of the exam nor do they award any certifications. Once the application content is complete and your child feels ready, they will have the opportunity to take the computerized exam in class.*

*If you have any further questions, please don't hesitate to contact me.*

*Sincerely,*

*Gina Mustoe*  
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