



2017-2018

Dear Parents and Students:

I would like to take this opportunity to welcome you to my class.

In this year-long class, your student will learn to touch-type through hands-on projects and utilizing Microsoft® Word. Your student will also learn a variety of software applications to create different technology projects to gain a better understanding of computers.

Our school-wide policies can be viewed on the district website at <http://www.aps4kids.org> under 2017-18 School Year Information. These policies will be strictly enforced at all times in the classroom.

Grading in class will be as follows:

Writing assignments and hands-on projects are graded equally.

Your student will need loose-leaf notebook paper, pencils and/or pens in black or blue ink only.

Please sign and return the bottom section before the end of the week.

I am looking forward to a rewarding and exciting school year for all of us. If you have any concerns or questions, please do not hesitate to contact me.

Respectfully,

Jo Black

Jo Black, B.S., M. Ed

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2017-2018

Printed Student Name _____ Grade ____ Period ____

I have received Ms. Black's First Day Handout and understand what supplies my student will need for this class.

Parent Signature

Date