



2018-2019

Dear Parents and Students:

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

In this year-long class, your student will learn to touch-type through hands-on projects and utilizing Microsoft® Word and typing.com.

Our school-wide policies will be strictly enforced at all times in the classroom to ensure that everyone is respected, safe and responsible.

Grading in class will be as follows:
All assignments are graded equally.

Your student will only need a pencil for this class.

Please sign and return the bottom section before the end of the week. This counts as an assignment grade.

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 at any time.

Respectfully,

Jo Black

Jo Black, B.S., M. Ed
Email address: mariejose.black@aps4kids.org
HMS: 575-812-6200
Website: www.joblack59.com



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Printed Student Name _____ Grade ____ Period ____

I have received Ms. Black's First Day Handout.

Parent Signature

Date