



Dear Parents and Students:

I would like to take this opportunity to welcome you to my class. During this nine-week class, your student will learn to touch-type using an online typing program. Your student will gain a better understanding of computers and improve his/her touch-typing skills.

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:
All assignments are graded equally.

Your student will only need a pencil for this class.

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

I am looking forward to a rewarding and exciting nine weeks 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
Email address: mariejose.black@aps4kids.org
HMS: 575-812-6200



2017-2018

Printed Student Name _____ Period _____

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

Parent Signature

Date