



2018-2019

Dear Parents and Students:

I would like to take this opportunity to welcome you and your student 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 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 by the end of the week. This counts as an assignment grade.

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 at any time.

Respectfully,

Jo Black

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Printed Student Name _____ Period _____

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

Parent Signature

Date