Hello Parents of Students,

 Welcome to Office Productivity course at School. My name is Chris Young and I will be the teacher for this class. The following letter will give you the grading scale and more. More information will be listed on the class web site at http://teacher.pittschools.org/youngc/. This website is a great resource for your students. Any PowerPoint or Study Material we go over in class will be on the web site.

Grading Scale:

|  |  |
| --- | --- |
| Tests/Projects | 35% |
| Daily E-Mail Questions | 15% |
| Class Work/Quizzes | 25% |
| Class Participation | 25% |

 I am looking forward to working with your child and I know together we can help your child master the art of computer technology! If you have any questions or concerns, please do not hesitate to contact me; the best way would be e-mail, but if you contact the school, I will get the message.

Thanks,

Chris Young

YoungC@pitt.k12.nc.us

Please sign and return this sheet for a grade.

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(Student Name)

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 (Parent/Guardian Name) (Phone Number)

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(E-Mail Address)