

Student _____ Period _____

Dear Parents/Guardians,

Your son or daughter has enrolled in one of my computer classes. I want your child to receive the very best possible grade in my class. So you and your child will know exactly what I require in my classes, I've prepared a series of handouts describing such things as my class rules and how I grade students. Please look over these handouts and sign them so I'll know you have had a chance to see them.

In my computer classes, your child's grade will be based on whether or not he/she obeys the class rules and follows my instructions each day. Students who follow my instructions will receive a good grade. Those who do not will receive less. Since the work requires the use of a computer, in these classes I don't usually assign homework.

Beginning about the fifth week of school, every Monday I'll begin giving your child computer-printed lists showing what assignments he/she has yet to turn in, and his/her current grade. **Please check this list so you will know how your child is doing in my class.** I may also write notes to you on this sheet.

Report cards are mailed home once every 5 weeks. If you find you are not receiving them, please contact the Counseling Office at once. My class is always open, feel free to visit me anytime. If you wish to talk with me at length, however, I suggest you call ahead for an appointment so I can schedule a time when I can give you my full attention. If you wish me to phone you during the evening, just have your child let me know. I'll call you as soon as I can. You can always e-mail me at **paulfriedman7@yahoo.com** or leave me a message for me with the school office. Our school phone is (323) 565-2200.

Please sign below to let me know you've read this. I wish you and your child the greatest possible success in the coming semester.

Parent/Guardian _____ Date _____