

# Memo

To: Summer II, 2001 English instructors and academic assistants  
From: Monica Abettoir, Auditorium Building, room 112  
Date: August 7, 2001  
Subject: Grade Sheet Instructions

Return all grades sheets to the Auditorium Building, room 112 as soon as you are finished with them, but **no later than 8:30 A.M. on Monday, August 13, 2001.**

We have placed a detailed instruction sheet in your box; however, I have listed a few additional points that you need to remember.

- Pencil in the grades (letter grades, not numbers) in the grade column.
- Bubble in the grades in pencil.
- If you are giving an *Incomplete*, fill out the back of the original grade sheet and ask the staff in the Auditorium Building, room 112 for an additional *Incomplete* form.
- Sign each original grade sheet.
- Leave the original and yellow grade sheet paper-clipped together. (Do not staple.)
- Return *both* sheets to the Auditorium Building, room 112.

You will receive grade confirmations later for you records. Thanks for returning these grade sheets in time.