

November 26, 1943

Just to remind you that the 4-Weeks report on students in your classes who are receiving low marks is due in this office Monday, Dec. 6. It is desirable that you indicate the reason for the low marks if you are able to do so.

The cards upon which you make the report of your D, F, or Inc. students are available in this office. If you need additional cards, please let us know about it.

Sincerely yours,

Bert A. Nash  
Director, AST Program

TO:

Dr. Allen  
Dr. Brewster  
Dr. Stranathan  
Dean Lawson  
Dean Stouffer  
Mr. Ashton  
Mr. Crafton  
Mr. Davidson  
Mr. Davis  
Mr. Gibson  
Mr. Laudon  
Mr. Posey  
Mr. Russell  
Mr. Sandelius  
Mr. Stratton