

October 21, 1943

**Heads of Departments in A.S.T. Program:**

You have submitted a card with the probable term grade for each of the boys in your classes. Since there is another week of school in the present term, it is probable that you may want to change the term marks for some of the boys. This can be done by filling out a new card and indicating the grade that you wish the boy to have at the end of the term and getting it into my office by Monday, November 1.

In case the grade which you put on the card this week is to remain the grade for the course, you need not send in an additional card.

The registrar's office will send to you the regular grade sheets to fill out for the Army Program.

Sincerely yours,

Bert A. Nash  
Director, AST Program