

A.S.T. PROGRAM

October 9, 1943

Members of Faculty:

Will you continue to use weekly reports of absence this week. The report for week ending October 9 should be in my office Monday a.m.

Starting Monday, October 11, we would like to have each instructor have a report of each day's absence in the office of the head of his department by 5 p.m. Col. McMorris will have these collected from such office each morning about 8:30. Use the regular absence report card, but turn in the card each evening. These absence report cards will be returned to you, indicating whether the absence was excused or unexcused.

Additional absence cards are available in my office.

Sincerely yours,

Bert A. Nash
Coordinator, AST Program