

UNIVERSITY OF KANSAS
Lawrence

NOV 23 1940

Committee on Assignment
of Quarters

My dear Professor Allen:

Attached are the cards for report of the classes
planned by your department for next semester.

Request for temporary assignment of additional rooms
should be made on the form at the bottom of this sheet, and
should accompany the report cards.

Please send your report to the Chancellor's Office
not later than DEC 1 1940. An earlier return will be
greatly appreciated.

Sincerely yours,

RAYMOND NICHOLS,
Secretary.

_____, 194__.

To the Committee on
Assignment of Quarters:

The Department of _____ needs
additional classrooms for the next semester, as follows:

Course Number	Hour	Days Needed	Size Needed	Room Preferred	Remarks

Signature