

To All Members of the V-12 Faculty

Some confusion has arisen with regard to the reporting of absences and grades to the V-12 office. Please follow the instructions below.

Mr. Strait

107 Robinson Gym

(1) All absences are to be reported on the weekly absence reports which are the common records which have been distributed. In the "Absence Report" column, note the actual dates on which the absence occurred, and not the number of days absent. If the absence occurred during any week, please submit the weekly absence report and note that fact on it. Fully 50% of the instructors have failed to submit these weekly absence reports and if you have failed to submit reports in the past, please submit them now. These reports should be submitted by individual instructors and not by departments.

(2) Grade reports are to be submitted monthly on the line cards provided. These line cards are to be filled for only one department only in each month. If you should be reported on the line cards only and never in the absence report, at the same time it has been reported that in addition to the absence reports, you are doing satisfactory work in that department. This request for grade reports is sent to the V-12 office. The request should be carried out by simply sending in a typewritten or longhand list of students. If your reports are sent in by departments rather than by individual instructors, the names of the instructors whose grades make up the department's reports should be indicated.

(3) If you have no reports to submit on a grade report card, please submit the card to the V-12 office. An absence report card will be sent to you. If you wish, you may call at that office for them.