

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 in submitting these reports.

(1) All absences are to be reported on the weekly attendance reports which are the salmon colored cards which have been distributed. In the "Dates Absent" column, note the actual dates on which the absence occurred, and not the number of days absent. If there were no absences during any week, please submit the weekly attendance report and note that fact on it. Fully 50% of the instructors have failed to submit these weekly attendance 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 blue cards provided. These blue cards are to be used for only students whose work is unsatisfactory. Grades should be reported on the blue cards only and never on the salmon colored reports. At mid-semester it has been requested that in addition to the reports on students who are doing unsatisfactory work a list of all students and their respective grades be sent to the V-12 office. This request should be carried out by simply sending in a typewritten or longhand list of students. If grade reports are sent in by departments rather than by individual instructors, the names of the instructors whose grades make up the departments' reports should be indicated.

(3) If you have no attendance reports or grade report cards, either notify the V-12 office at 1A Frank Strong Hall, or call that office at KU 40. An adequate number of cards will then be sent to you. If you wish, you may call at that office for them.