

THE UNIVERSITY OF KANSAS

COLLEGE OF LIBERAL ARTS

AND SCIENCES

LAWRENCE

February 10, 1941

OFFICE OF THE DEAN

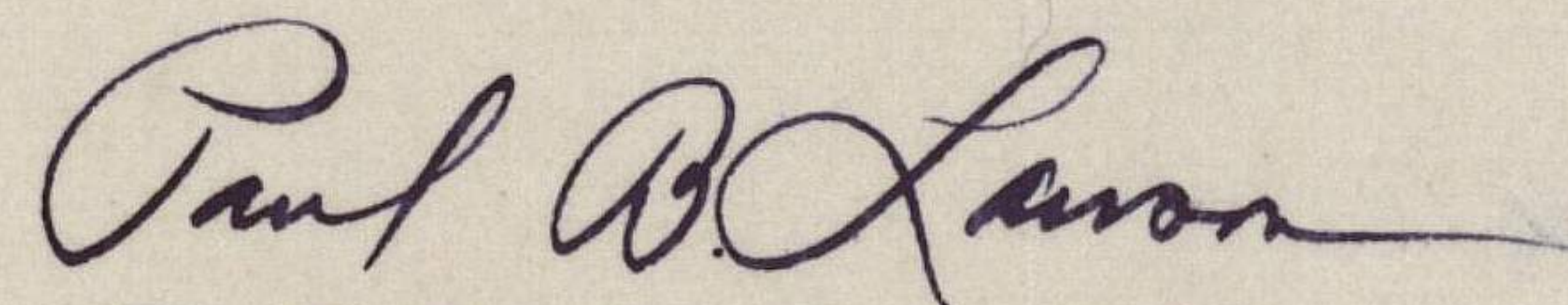
Dr. Forrest C. Allen  
Department of Physical Education

Dear Dr. Allen:

I am returning to your office five cards making changes of grade, because they are not fully made out. In each case, the names of the courses involved ought to be placed on the cards. Otherwise, we have to look them up ourselves and put them on.

The only reason I am returning them is not that we object to the extra work, but in order to call the attention of your staff to the correct way of making out such cards in order to avoid future mistakes.

Sincerely yours,



Paul B. Lawson, Dean

PBL/blk  
Enc.