

March 20, 1944

Dear Sir:

You are reported as having three unexcused absences in your physical conditioning class at           . A total of six unexcused absences is the maximum allowed by the University. Your name is today being sent to Dr. A. J. Mix, chairman of the Administrative Committee on Physical Conditioning, advising him of the number of absences you now have.

Sincerely,

Director of Physical Education