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October 29, 1942.

Mr. Henry Shenk,  
Department of Physical Education.

Dear Henry:

I am glad to have your letter of this date which brings to focus a number of problems which should be straightened out.

In answer to your first question concerning the class cards of students who have never appeared in class, when these cards are assembled I will take them all to Dr. Mix and ask him what is to be done. I have already sent him a letter explaining our dilemma here in limited facilities.

The next problem, concerning the transfers from swimming to conditioning, or from one section of conditioning to another, I believe can be solved by having the instructor in whose section the student is now enrolled, sign the card. The swimming classes were offered as a screening test, and as soon as a student can pass this test he goes into a conditioning course.

It seems to me that we should compile a complete list of all transfers from one section of conditioning to another and send this to the deans of the schools concerned when the cards are returned.

Before we work out a scheme for grades to be turned in for Physical Education I, II, III, IV, etc., I should like to talk to Dr. Lawrence Woodruff, the Registrar. Some record should be kept here, as well as the deans' and registrar's offices, as to each student's enrollment in I, II, III, IV, etc.

After you have considered these suggestions I will be happy to talk it over with you and Mrs. Hulteen.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

PCA:AH