

August 3, 1945

Mrs. Lois Klock  
Registrar's Office  
Campus

Dear Mrs. Klock:

I am enclosing a carbon copy of the letter I have this date written to Robert Schwanzle. If I hear from him further I will communicate it to you; but as I see it there is little that we can do for him.

Sincerely yours,

Forrest C. Allen  
Director, Physical Ed.  
Varsity Basketball Coach

FCA:ef  
Enc.

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

1-4 1945

TO THE INSTRUCTOR:

John Morrison Couch has left the University, presumably to enter the Service. If this is the case, he is entitled, by action of the Deans on December 16, 1941, to partial credit in all courses in which he was passing at the time he left the University.

Will you kindly indicate on the enclosed card his grade in Phys. Educ. on Jan. 3 1945, sign the card and return it immediately to the Registrar's Office.

Very truly yours,

Laurence C. Woodruff  
Laurence C. Woodruff  
Registrar

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

1-5 1945

TO THE INSTRUCTOR:

Earl Bellinger has left the University, presumably to enter the Service. If this is the case, he is entitled, by action of the Deans on December 16, 1941, to partial credit in all courses in which he was passing at the time he left the University.

Will you kindly indicate on the enclosed card his grade in Phys. Educ. on Jan. 5, 1945, sign the card and return it immediately to the Registrar's Office.

Very truly yours,

Laurence C. Woodruff  
Laurence C. Woodruff  
Registrar

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

1-5 1945

TO THE INSTRUCTOR:

George A. Newton has left the University, presumably to enter the Service. If this is the case, he is entitled, by action of the Deans on December 16, 1941, to partial credit in all courses in which he was passing at the time he left the University,

Will you kindly indicate on the enclosed card his grade in Phys. Educ. on Jan. 3, 1945, sign the card and return it immediately to the Registrar's Office.

Very truly yours,

Laurence C. Woodruff  
Laurence C. Woodruff  
Registrar

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

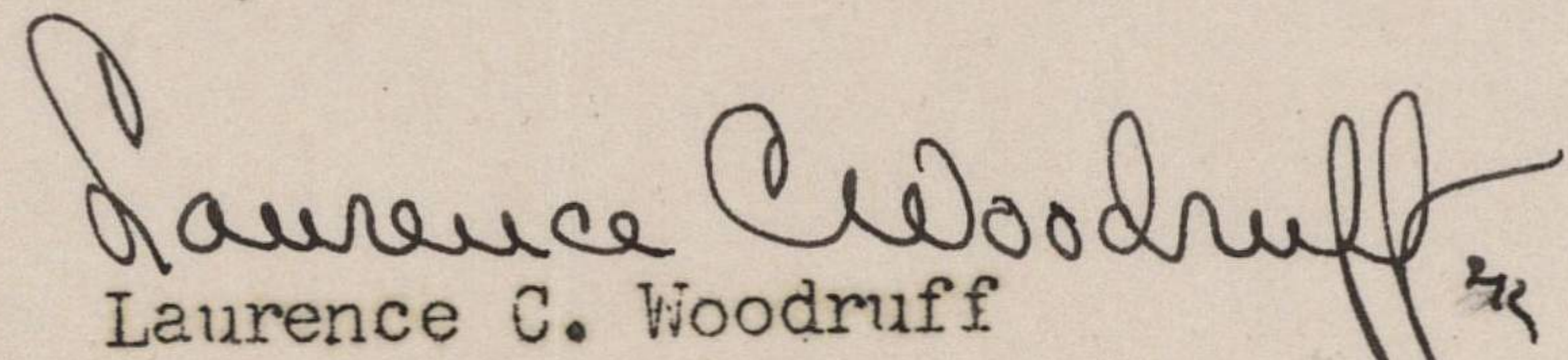
1-4 1945

TO THE INSTRUCTOR:

Reihan, Donald A. has left the University, presumably to enter the Service. If this is the case, he is entitled, by action of the Deans on December 16, 1941, to partial credit in all courses in which he was passing at the time he left the University.

Will you kindly indicate on the enclosed card his grade in Phys. Educ. on Jan. 3 1945, sign the card and return it immediately to the Registrar's Office.

Very truly yours,

  
Laurence C. Woodruff  
Registrar

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

1-5 1945

TO THE INSTRUCTOR:

Milton Dunlap has left the University, presumably to enter the Service. If this is the case, he is entitled, by action of the Deans on December 16, 1941, to partial credit in all courses in which he was passing at the time he left the University.

Will you kindly indicate on the enclosed card his grade in Phys. Educ. on Jan. 5, 1945, sign the card and return it immediately to the Registrar's Office.

Very truly yours,

Laurence C. Woodruff  
Laurence C. Woodruff  
Registrar

THE UNIVERSITY OF KANSAS  
LAWRENCE

OFFICE OF  
THE REGISTRAR

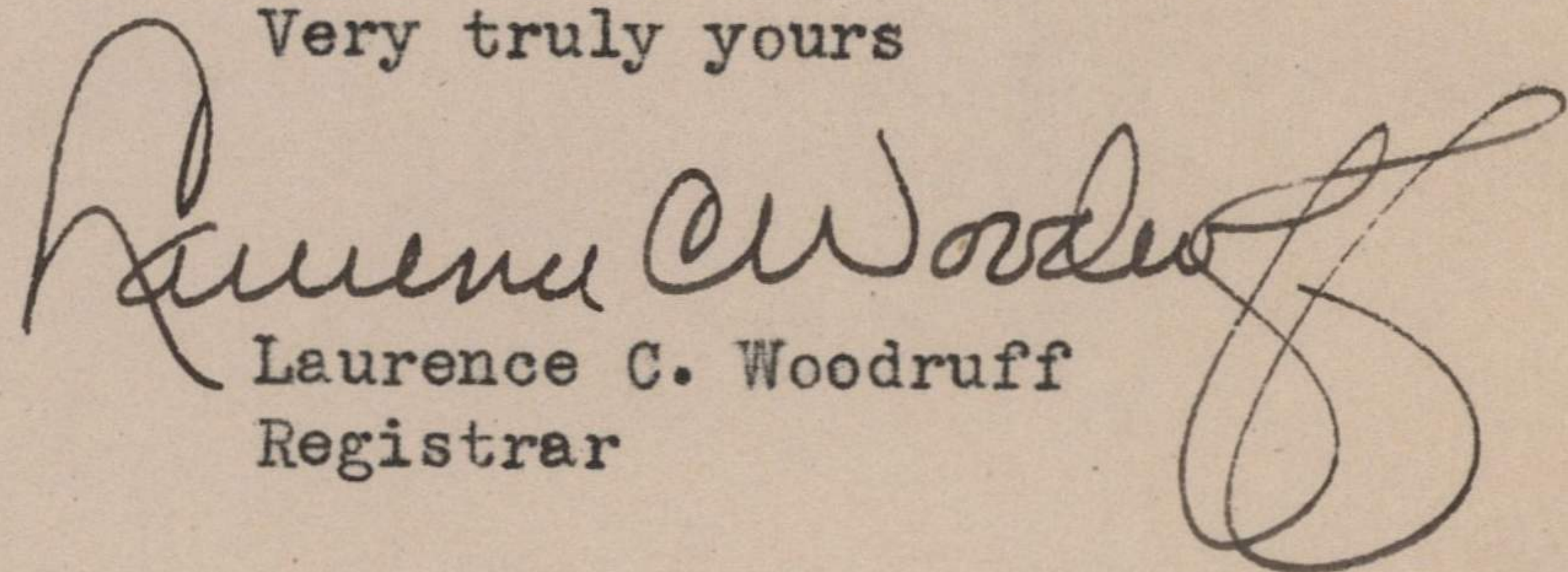
March 2, 1944

Dr. Forrest C. Allen  
Director of Physical Education  
University of Kansas  
Lawrence, Kansas

My dear Dr. Allen:

At the present date I have no memory of the facts in the case of the transcript for Charles Moffett. I recall only that at the time I asked our transcript clerk for a report on the progress of this transcript, I was told that all grades were in except those for Physical Education. We do not keep a record of the hour that grades are received and I know only that those of your department were among the last to be available. There is a great deal of clerical work involved in handling the grades for students after the grade sheets arrive in this office. Consequently there is considerable of a lag between the time that grades arrive here before we have them ready for release.

Very truly yours

  
Laurence C. Woodruff  
Registrar

LCW:ab

March 1, 1944.

Dr. Laurence C. Woodruff,  
Registrar,  
University of Kansas.

Dear Dr. Woodruff:

I wrote you on September 16th regarding a conversation I had with Raymond Nichols about the transcript of Charles Moffett. He mentioned that the lateness of the Physical Education grades had delayed the preparation of Charles' transcript.

I wrote you that the grades in Physical Education were delivered to your office by messenger on Friday morning, September 10th, and the day that I wrote you was the 16th.

I was hoping that I would hear from you as to the cause of the difficulty that led to the erroneous impression of Mr. Nichols that it was our fault in transmitting the grades. I trust that you have checked this up to see just where the difficulty lay. We have always tried to be very prompt in sending the grades over and if we are not at fault we would like to be absolved of this situation.

Having failed to receive an acknowledgment from you, I would thank you to let me know where the difficulty arose.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



THE UNIVERSITY OF KANSAS  
Office of the Registrar  
Lawrence

TO THE FACULTY MEMBER ADDRESSED:

Enclosed are class rolls on which you are to record grades for the students in all of your classes now in session. Please use an indelible or hard-lead pencil. Be sure to sign the sheets.

IT IS DESIRABLE THAT GRADES BE REPORTED AS EARLY AS POSSIBLE FOLLOWING THE FINAL EXAMINATION. Extra return envelopes are enclosed so that you can report the grades in each class as soon as the grades are determined. Please do this rather than waiting to turn in your grades until all your examinations are given. ALL GRADES ARE TO BE REPORTED TO THE REGISTRAR'S OFFICE NOT LATER THAN 9:00 A.M., SATURDAY, MARCH 4th.

Respectfully,

LAURENCE C. WOODRUFF  
Registrar

September 16, 1943.

Mr. Lawrence Woodruff,  
Registrar,  
University of Kansas.

Dear Woody:

In my conversation with Raymond Nichols today about the transcript for Charles Moffett he mentioned that the lateness of the Physical Education grades had delayed the preparation of Charles' transcript.

The grades in Physical Education were delivered to your office by messenger on Friday morning, September 10, and today is Thursday, the 16th. I cannot understand the hiatus.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

cc - Raymond Nichols