

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