

# Keyboarding 6

**Dear Parent/Guardian:**

Please review the classroom objectives, operating procedures, and rules with your child. You may sign and return this letter by

Friday, August 29 by 2:50 pm

Any improper use of school computers will result in a referral to the office, loss of conduct points, and parental contact.

Keyboarding is a skill that has to be practiced repeatedly to develop. No two people develop at the same rate. If your student struggles and falls behind, he/she will need to make arrangements to come in before or after school to complete assignments or to practice so that keyboarding becomes easier. It is necessary that students make up missed work due to absences.

Please review the assignment log sheet in the keyboarding folder frequently to view progress in class.

If you have any questions feel free to contact me at 218-4610 or my e-mail address is [millerg@usd385.org](mailto:millerg@usd385.org).

Thanks for your support!

*Mrs. Miller*

I have read the syllabus with my child and understand the classroom objectives, operating procedures, and rules.

Parent or Guardian \_\_\_\_\_

Student \_\_\_\_\_

Class/section \_\_\_\_\_

