

WRITING PROGRAM

IMPORTANT ANNOUNCEMENT

From: David Fleming, Director, Writing Program
To: All Writing Program Teaching Staff
Subj: Reporting No-shows

PLEASE COMPLETE THE FORM AND RETURN IT TO THE ENVELOPE IN THE WRITING PROGRAM OFFICE AFTER YOUR SECOND CLASS SESSION. **TURN THE FORM IN EVEN IF YOU HAVE NO NO-SHOWS.**



Instructor's Name: _____ Date: _____

The students whose names appear below are on my class roster but have not attended any of the first two class meetings. (Note: We will delete the students named from your section. If the students appear after the second session, inform them that they have been dropped, through the Writing Program, and must go through the Add/drop procedure).

<u>Course #</u>	<u>Section #</u>	<u>Student's Name</u>	<u>Student I.D. #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

DUE IMMEDIATELY AFTER SECOND CLASS MEETING