

January 20, 2017

Thanks for covering my classes today. Attached to this letter should be the plans for the day. You should also see attendance sheets for each class period. Make sure these are filled out at the beginning of each period and turned into the office. Mark and "A" for absent and a check mark if present. You will need to mark a lunch choice for first hour as well. Here are the lunch choices:

1. Fish Patty melt
2. Pizza
3. Nacho Salad
4. Turkey cheese salad
5. Chicken Patty

Don't hesitate to write down the names of any students not working. Each class should be able to work on typing.com if they get stuck on the current assignments. Most classes have been working in Excel. I will be at a football clinic this weekend and can be reached at 217-508-7027. I will answer if I'm available if it's a question that could be answered over the phone. Have fun and good luck!

Sincerely,

Ted L Minger