

September 13, 1989

Dear Mr. and Mrs. _____,

The Advanced Photography Class, or R&D in Communication Technology, is a second year class designed to provide the student with the opportunity to develop better technical and creative skills in regards to their photographic work. In addition, students in the class work with a variety of new processes involved in visual communication, including large format cameras, desktop publishing, color and video. The class is designed to build on what the student learned last year in the beginning photography class.

The Advanced class this year is a little different than in the past. The first semester provides the student with the opportunity to work with a variety of photographic processes. The students are given specific assignments that are due on a bi-weekly basis. During these assignments, the student has the opportunity to spend 3-5 days in the darkroom while at the same time completing some in-class assignments to prepare them for upcoming work.

In turn, the spring semester becomes a time for independent study, with the student identifying specific areas of interest, developing some research proposals and guidelines and then conducting the actual research of the communication process. This type of independent study requires a lot from the student, since the majority of the work is self-motivated.

That is why I am writing to you now. I need your help with _____. At this point in time he has missed the following assignments out of the four that have been given:

My concern is that if this behavior was to continue, then _____ would have some difficulty passing the class this six weeks. It is important for all of my students to understand the responsibility that they have to completing the work. Unfortunately, the number one reason that students fail this course is because they did not turn in the required assignments.

I have explained to the students that I am instituting the following policy. If, at any time during a six weeks period, the student misses more than three assignments, I will ask their counselor to remove them from the class. If the student is truly interested in this course, then I want them in the class. But _____ needs to understand that if he is in this class, he is expected to do all of the work. I ask for your help in explaining this to him.

As you can see at the bottom of this page, _____ has signed to show that he has read and understands the letter. I ask that you do the same and then return the letter to me by Friday so that I may keep it in his file. If you have any questions or concerns, please call me at the school. Again, I appreciate your support.

Sincerely,
Mark Murray

Student's Signature

Parent's Signature