



Engaging mind and spirit™

Dear *Instructor*-

Here is your instructor information packet. There are copies of both the application and transcript instructions. Please feel free to make more copies, as needed.

Also enclosed is a self-addressed, stamped envelope for you to return to me with the completed applications. Please send them as soon as you can after class begins so that we can upload the students into our system and register them for the class. Once this is done, I will be mailing you a class list of who we have registered for you to compare with your class roster. This will serve as a double check that we have all students enrolled.

Grades will be due no later than (*dates to be determined per semester*). I have enclosed the instructions on how to get grades. Please feel free to hand them out to your students.

Please let me know if you are in need of anything else.

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