

August 8, 2014

Moody High School
714 High School Drive
Moody, AL 35004

Dear Parent or Guardian:

The fall 2014 syllabus for the Career Preparedness course is attached to this letter, as well as, posted online at www.p2pmhs.weebly.com. You can also check the website throughout the year to find class, school, and other helpful information. Please review the syllabus, sign this letter, and have your child return it to me by Friday, August 15, 2014. If you have any questions or concerns, please feel free to email me at ellen.cornelius@sccboe.org or fill out a contact form on the class website.

There is a **\$20 fee** for this course that will be used for computer maintenance and supplies. Please send cash, or a check made out to Moody High School, as soon as possible. Any donated supplies (hand sanitizer, tissues, paper towels, dry erase markers, etc.) are also accepted and greatly appreciated. I am excited to get to know all my students this year. Go Blue Devils!

Thank you,

Ms. Ellen Cornelius
Business Technology Teacher
Career Tech Department
Moody High School

Parent/guardian name (print)

Student's name (print)

Parent/guardian signature

Parent/guardian email address

____ Check if you **DO NOT** want to be added to my emailing list to receive class info and reminders.