September 15, 2015

Dear Instructor,

At Science Bound, we commit to student academic success. You can expect our students to contact you each semester (twice for freshman during their year at Purdue) to get feedback on their individual progress in your course. The student’s written consent (releasing information regarding their academic progress) is kept on file in the Science Bound office. If you are uncomfortable divulging this information on paper, you may also email me or send this correspondence to the Science Bound through interoffice mail, addressing it to my attention.

Instructions on Completing the Grade Check Form

Each semester, Science Bound students will present their instructors a Grade Card Request Form to obtain direct feedback about the student’s academic progress, number of absences and other pertinent comments of their instructor.

We ask that instructors not to unfold the grade check. In order of respecting the privacy of the student’s course grades and instructor comments from their courses. The tri-fold format allows the student keep all of their grades private. Instructors only view the information for their respective course. You may not keep this form overnight. If necessary, the student may obtain the grade, absences, comments, and signature during the next class period. This is to protect against loss and insure privacy for the student.

Thank you for your cooperation and support in this process. We welcome any feedback that you may wish to offer.

Respectfully,

Derrick Williams
Student Success Coordinator
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