

INSTRUCTION

Written Request from Pupils for Information Pertaining to Studies

Pupils often write letters to sources of information in connection with classroom activities. Four procedures should be observed in this practice:

1. Written requests should be limited to one letter per class to each information source.
2. The request should be specifically stated.
3. The legibility, general appearance, spelling, punctuation, clarity, and the form or the request should meet the high standard required for the grade level involved.
4. Where deemed appropriate the teacher, principal or assistant principal should approve all pupils' written requests for information.

Rule
Approved: 4/10/73]

Superintendent of Schools