7/16/17

(Student Name)-- I notice that you have been unable to put in many hours on your Chrome Book for Northstar Science GED study since July 21, 2017 (11 weeks). Since that date you have not had any logins or study activity. The lab policy is that if a student has not worked on their Chrome Book for 30 days of non-attendance their Chrome Book must be returned to the Learning Lab.

I need you to come to the lab for the following reason:

1. Based on the minimal usage you have had we need to re-assign your Chrome Book to another student. We are required to do this after a student has not been able to consistently make the best use of their assigned Chrome Book.

I would like to you come to the lab as soon as you can but no later than October 31st.

At some time in the future when you are able to work on your GED studies I would be more than happy to assist you in reaching your goal. If you do not respond to this letter I will have to forward this letter to our Traverse City Adult Education office for consideration of further action.

Please stop by the lab as soon as possible to take care of this.

Thanks

Jerry Hawes