

LOS ANGELES UNIFIED SCHOOL DISTRICT  
**Chester W. Nimitz Middle School**  
INTER-OFFICE CORRESPONDENCE

TO: All Teachers

DATE: December 6, 2016

FROM: Mr. Garibaldi, APSCS

SUBJECT: Submission of Fall 2016 Roll Books

The Fall Semester Roll Books are due **Friday, December 16, 2016**. Below are the items that must be submitted with each Roll Book. **Please have them ready to submit to your department administrator.**

1. Certification Page (provided in your folder)
2. Marks (From Jupiter Grades or MiSiS Grades)
3. Grade Verification
4. Parent Contact Notes

**THING TO REMEMBER:**

- All marks and attendance need to be recorder in blue or black ink only.
- No white out marks; all corrections must be circled and initialed.
- Neatness
- Legibility
- Package- please assemble the following items by each grading period
  1. Attendance Rosters
  2. Marks
  3. Grade Verifications Reports
  4. Parent Contacts
  5. Signed and completed checklist

**\*Please submit your roll book to the designated administrator.**

<b>Administrator</b>	<b>Department</b>
Mr. Garcia	Science
Ms. Uyeshima	Math
Mr. Garibaldi	English
Mr. Jenssen	PE & Elective
Ms. Arce	History