



TRACY ADULT SCHOOL

1895 W. Lowell Ave.
Tracy, California 95376

April 9, 2020

Dear Kimball, Tracy and West High Credit Recovery Students,

If you are currently enrolled in a Credit Recovery class at the Tracy Adult School, you will be receiving mail from us some time after April 9th. The information contained in the mail we send you is **IMPORTANT** and needs to be read very carefully. Failure to follow the directions may result in you not earning the credits that you need in order to graduate on time. You will receive one, or both, of the following items in the mail:

Letter

For students who had completed 60% of the work or more, teachers considered this enough work to pass the class. No grades of “D” will be given, instead, students who completed 60% or more of the work will be given 5 Credits and it will show up as “CR” on their transcript. The mark of CR will not effect your overall GPA in a negative way, like a D would. Students whom teachers determined completed enough work to receive 5 credits, will receive a letter in the mail that details the class, teacher, and grade that they have earned in the class.

Envelope with Packet Work

For students who still need to do more work in their class in order to pass and receive 5 credits, Tracy Adult School will be mailing packets to your home. The packets need to be read, questions answered, problems solved or projects completed, in order to receive credit for the class. Also, please:

- Save the big envelope that the work was in when it was mailed to you.
- Once ALL of the work is completed, put the work BACK into the envelope.
- Return the envelope, with the completed work inside, back to the Tracy Adult School.
- Drop-Off dates are May 11th until May 15th from 8:00am to 5:00pm
- Incomplete packets will NOT be graded.
- **NO LATE PACKETS WILL BE ACCEPTED!**

There will be a specific drop-off location, clearly marked at the blue gate in front of the entrance of the Tracy Adult School, located at: 1895 W Lowell Ave, Tracy, CA 95376

These are unprecedented times, and although we are not currently open, the Tracy Adult School Staff can access e-mails and voice mails remotely. If you have any further questions, please feel to call us at 209.830.3384. If we do not answer, please leave a voice message and we will return your call. Or you may e-mail us at adulthood@tusd.net

Sincerely,

Sam Strube

Director of Adult Education and

Career Technical Education

Tracy Unified School District

(209) 830-3384

sstrube@tusd.net