

# MR. KAFKA'S INTRODUCTION TO BUSINESS COURSE

## Memo

### Contact Info

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**To:** Team Members (Students) and Parents  
**From:** Mr. Kafka, Team Leader  
**Date:** 8/18-8/19/2003  
**Re:** Welcome to "Intro To Business"

Dear Parents,

Your son/daughter has chosen to participate in the Introduction to Business Course at Huntley High School. I am very pleased and excited to have the opportunity to serve both you and your child during the school year. Please take a minute to read over the attached "Memo" that covers the course description, rules of the classroom, grading policies, and other material related to the course.

I ask that you and your son/daughter please sign and return the bottom portion of this "contract" to verify that you understand all that will be going into this course. Please feel free to call or email me with any specific questions and I look forward to working with you throughout the school year.

Sincerely,

Mr. Chad Kafka  
Business Teacher  
Huntley High School

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### **Mr. Kafka's Intro to Business Contract Form**

By signing below, we certify that we have read over the course description memo and full understand all that will be going into this course. Should we have any questions, we know that we can contact you at the information you have left with us.

\_\_\_\_\_  
(Parent Name – Print)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Name – Print)

\_\_\_\_\_  
(Student Signature)