

Monday, November 9, 2009

Dear _____,

I have assigned you the following student/s and category/ies.
PLEASE LET ME KNOW IMMEDIATELY IF THERE ARE ANY PROBLEMS WITH THIS MATCH UP. This is subject to change as I have Not Yet communicated this to the students.

*****PLEASE DO NOT SHARE THIS INFORMATION WITH THE STUDENTS UNTIL YOU HAVE CONFIRMED WITH ME WHETHER OR NOT THIS SUITS YOUR PREFERENCES/SCHEDULE.*****

Please drop me an email at dkieser@stfcabrini.com or dianekieser@sbcglobal.net right away to let me know you've received this and if it is acceptable.

I am tentatively planning my student meeting for Friday, November 13th at which time I will let them know who their coaches are, so your prompt response will be much appreciated!

Thank you,
Diane Kieser
262.689.1167