

**DATE:** January 14, 2019

**TO:** Adult Education Instructors

**FROM:** Barbara Maxon  
Superintendent's Secretary  
Mountain View School District  
11748 State Route 106  
Kingsley, PA 18826  
(570) 434-2180 Ext. 413  
bmaxon@mvsd.net

**SUBJECT:** Change in Guidelines/Class Schedule

Please see the schedule for your class. ***If you need to CHANGE a class DATE please contact me in order for the schedule to be changed in the building usage system.***

**Adult Education Guidelines have changed. Please read the attached closely. TUITION - \$20.00 and no resident refunds.**

Thank you in advance for your cooperation and for the time it takes to be an instructor. Your participation in this program is a great asset to the Mountain View School District and to the community.

Again, thank you and have a great **SPRING** semester.

Enclosures: Class Schedule  
Adult Education Guidelines  
Attendance Sheet  
Request for Payment-(Attach completed Attendance Sheet and return for payment)  
Tuition Receipts