

**Mountain View School District**  
11748 State Route 106  
Kingsley, Pennsylvania 18826-9778

Elementary School Office (570) 434-2181  
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Fax (570) 434-2404

**DATE:** January 3, 2020  
**TO:** [Interested Adult Education Instructors](#)  
**FROM:** Karen K. Voigt, Superintendent  
**SUBJECT:** [Spring Adult Education Classes](#)

Preparations are being made for the adult education program in the district. Plans are to again vary the nights so that more people will have access to the programs being offered. Classes will be held at the Mountain View High School and/or the Mountain View Elementary School beginning **Monday, March 9, 2020**. The number of hours for each class will vary depending on the amount of materials to be offered. If you are interested in teaching a class in the adult program, or if you know of anyone who might be interested, please complete [this form](#) and return it to my office by **2:00 P.M., Friday, February 14, 2020**. Please note: **If I do not have a returned form from you by this date, you will not be able to teach the class.**

**There are a number of people in the community who also may have unique talents, which they could use for instructing in our adult program. If you are aware of individuals who may be willing to participate, please give them a copy of this application form or refer their names to me so that I may contact them.**

The district will operate classes at a maximum of **3 hours per week for 10 weeks.**

Thank you again for your assistance in making the adult education program a success again this year.  
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PROPOSED COURSE (please list specific name that is to be used in advertising) \_\_\_\_\_ NAME OF INSTRUCTOR \_\_\_\_\_

Special Considerations: (i.e. student number, day of week preferred, location, materials, etc.)

Maximum class size \_\_\_\_\_ Room Request \_\_\_\_\_

If registration exceeds maximum size, do you wish to form two separate classes?

Starting and ending times of class(es) \_\_\_\_\_

Day of the week (circle days available)-Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Special materials needed

Other Considerations \_\_\_\_\_