

May 1, 2018

Dear students and parents,

This letter explains important due dates for the ETSI Travel for Credit Class. Keep this letter as a reminder of your responsibilities. If you have any questions, please email or call your course instructor, Dennis Tichenor at ETSI. ([dennis@etsi.ws](mailto:dennis@etsi.ws) or 1-800-752-1296).

1. You can begin your course work after our first meeting (that's today). Make sure you get started now; the common trend that Mr. Tichenor sees is that students who wait until after the trip are more likely not to finish the program.
  - Go To [www.etsi.ws](http://www.etsi.ws)
  - Click on the drop down menu "Travelers" and select "Travel for Credit"
  - Password: Tvl4credit (Note: This is case sensitive)
2. **ALL COURSE WORK is due November 20, 2018.** That means you have five months to complete all your assignments, papers and tests for the class.
3. Mr. Tichenor will mail you your course documentation packet by **December 3, 2018**. Your packet will include:
  - a. Your completed "CHS Application for Extra-Elective Credit" form (a blank example of the form is on the back side of this letter, so you can see the high school requirements for counting the credit on their CHS transcript)
  - b. A class transcript
  - c. A certificate of course completion
4. It is **YOUR RESPONSIBILITY** to submit the "CHS Application for Extra-Elective Credit" form and your class transcript to Mr. Morris or Mrs. Keeney at CHS by **January 31, 2019** in order to have this class added to your official CHS transcript.

Enjoy your travel learning experience!

Sincerely,

Mrs. Romano