



Abraham Lincoln
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy for
the Arts & Sciences
Curtis
Edward R. Murrow

Food and Finance
Fort Hamilton
Franklin D. Roosevelt
Hospitality Management
International
It Takes a Village
James Madison
John Dewey

Kurt Hahn
Leon M. Goldstein
Michael J. Petrides
New Dorp
New Utrecht
New York Harbor
Port Richmond
Rachel Carson

Ralph McKee
Sheepshead Bay
South Brooklyn
Sports Management
Staten Island Technical
Susan E. Wagner
Telecommunications
Tottenville
William E. Grady

Spring 2023

Dear College Now Instructor,

Welcome back to the Spring 2023 semester.

Note that you are required to submit the following end-of-term information and documents:

1. Enter Final Grades via CUNYFIRST. Directions on the link below:
https://www.kbcc.cuny.edu/CollegeNow/Documents/Grade_Roster_instructions.pdf
2. Provide us with a chart (any format) which reflects grades for all quizzes, tests, report, assessments, etc. for each student enrolled. Attendance records are **not** required but you can provide us with the information, if you choose to.
3. One copy of the final exam or assignment administered to students. Make sure that the copy reflects the following information: your name, course, school and semester on the front page.

The chart and final exam can be e-mailed to Sandy Manos @ smanos@schools.nyc.gov.

Note that the final exam will be forwarded to the respective Department Course Coordinator for review.

The submission date for all materials will be provided to you at a later date.

Thank you for your continued support of the College Now Program.

Erika Delacruz

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