

MEMO

From: Brian

Date: March 12, 2008

RE: Technology Integration Lesson plans for SIP

Attached please find what I have *on file* for your four technology integration lesson plans for School Improvement. This does not mean you are not doing it, but I am required to have your lesson plan on file as proof. Once I receive that, I track it on your spreadsheet. If you emailed me your lesson, could I have a hard copy instead?

Do you need assistance? PLEASE ASK ME and I'll be happy to sit down and assist you, help co-teach, or do whatever it takes to assist your instruction. If you ask for an appointment so that I can put it in my Outlook Calendar, then you will have my undivided attention for however long you need it.

Questions? Please ask!