

Dear Parents and Guardians,

This semester your child is in my class of **Keyboarding/Informational Technology**. Part of the curriculum is focused on developing proficient keyboarding skills. This year McCall InfoTech is pleased to initiate an online version of our typing program, [All the Right Type](https://www.atrtonline.com/) (<https://www.atrtonline.com/>).

The lessons of this online version would be done at home and then your child will be tested at school. The expectation is that your child will complete three lessons over a two week period, and then be tested in school. Each lesson takes approximately 10-12 minutes to complete. Each lesson has three buildings which each take approximately 3-4 minutes. Your child may redo lessons and even take a practice test, so he/she can increase proficiency prior to the test. We are looking for accuracy in their keyboarding, not speed.

The program will begin the week of Oct. 2, 2017. Your child will be receiving his/her logon with instructions of the mechanics of this keyboarding curriculum in All the Right Type, as well as a schedule of the lessons and the testing dates. Each teacher will go through the process with their class the first day, so your child will know how to approach the program at home.

Keyboarding is a life skill, so it is the hope of the computer technology department at McCall that the online program will enable your child to practice more than the time allotted in school, and reap the benefits of proficient keyboarding skills.

Sincerely,

Mr. Mike Awiszus  
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