



COLLIERVILLE HIGH SCHOOL
1101 New Byhalia Road
Collierville, Tennessee 38017



Dr. Timothy R. Setterlund, Principal
Faye Werner, Vice-Principal
Andy Clayton, Assistant Principal
Dan Haddow, Assistant Principal
Dennis Moody, Assistant Principal
Mattie Hampton, Assistant Principal

November 19, 2004

To Whom It May Concern:

Melissa Edwards transferred to Collierville High School in the middle of her freshman year. She had already been awarded credits from both her 8th grade year and the first semester of her 9th grade year. These credits were awarded on the following grading scale:

- A 90-100
- B 80-89
- C 75-79
- D 70-74
- F Below 70

It is Shelby County Board policy that grades must be translated into our grading scale. Unfortunately for Melissa, this meant that some of the grades that she earned in Texas were changed from an "A" to a "B." As you can see, her grade point average is still very high. However, it did suffer from the changing of the letter grades. Please take this into consideration when reviewing her transcript.

If you have any questions or concerns, feel free to contact me at 901-854-2340 or by email at kkrotzer@scs.k12.tn.us

Sincerely,

Kristy M. Krotzer
CHS Guidance