



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

Fall 2023

Dear College Now Instructor,

Welcome back to the Fall 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](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](mailto: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*

**Erika Delacruz**

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