# 2’s Assignment

You are going to create a Grade Card for five fictional Benton High School students. Use Tables to Create the Grade Card. The table must look like a grade card. See my Example.

At least 2 of your students must have a D or worse in a class.

Next, you will need to write a letter to the parents. You are going to create a letter template- so you can insert the first name, last name, etc., using mail merge. Put place holders (like the Yoga letter had first name last name) in your letter template. Include this sentence in your letter-

Your child is failing or is in danger of failing FAILING ClASSES (this is your placeholder).

After that, create a data source of contacts for parents of the five students. Be sure to include the parents name, address, students name, and failing classes as field names, as well as any other important information.

Merge the parent letter with your data source.

Upload to Google docs the following-

Grade Card

Letter Template (the version with placeholders)

Merged Letters