



THE NEW YORK CITY DEPARTMENT OF  
EDUCATION  
JOEL I. KLEIN, *Chancellor*

---

DISTRICT 75  
DR. SUSAN ERBER, *SUPERINTENDENT*

TO: EVS Teachers  
FROM: Laurence Gardner  
DATE: September 1, 2005  
RE: Keyboarding: Curriculum, Assessment, Reporting

---

EVS remains committed to providing the instruction that will lead to the development of keyboarding skills in all of our students. All 4th through 8th grade students, who are in an academic program, should have received instruction in keyboarding skills during the 2004-5 school year.

We will continue to track the progress of these skills through your completion of the EVS Keyboarding Assessment Chart-School Year 2005-6. Please fill out the attached form, indicating required information for January 2005 and May 2005, and mail to Laurence Gardner at EVS by January 15, 2005 and May 26, 2005.

Attached are suggested computer programs and sequential skill levels to assist you in student assessment. Note that the order of skills as outlined here may differ if you choose to use alternative typing programs. If you do so, give a brief explanation in the comments section of the assessment form.

Dr. Laurence Gardner • Director • Educational Vision Services  
400 First Avenue - 7<sup>th</sup> Floor, New York, NY 10010 • Tel. (917) 256-4259 • FAX (917) 256-4230  
Email: lgardne@nycboe.net