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March 27, 2020

### OFFICIAL CORRESPONDENCE

ACI has been operating in compliance with the shelter-in-place order issued by Tarrant County. We are open under the minimum basic operations guidelines with limited staff and are at all times practicing social distancing. Additional staff are working from home, so we are up and running.

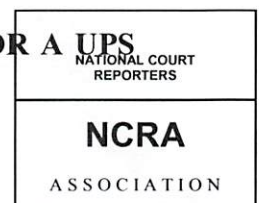
The completion of the quarter continues using online/take home exams, online instruction using Schoology, Zoom, text messages, GoTo Meeting, e-mails, USPS, and UPS. If you have questions about completion of your courses for this quarter, please reach out to us at (972) 647-1607 or e-mail Candice at [canzaldua@arlingtoncareerinstitute.edu](mailto:canzaldua@arlingtoncareerinstitute.edu). New student schedules for court reporting, paralegals, medical assistants, and medical office specialists have been e-mailed. Schedules for administrative assistants and new students will be e-mailed by March 31, 2020.

**IT IS EXTREMELY IMPORTANT THAT YOU CHECK YOUR E-MAIL AT LEAST ONCE A DAY! THIS CANNOT BE OVERSTATED.**

Some textbooks have been shipped via USPS and UPS and the remaining textbooks will be shipped next week. **PLEASE CHECK YOUR MAIL OR WATCH FOR A UPS**



Court Reporting • Paralegal • Administrative Assistant  
Medical Office Specialist • Medical Assistant • Nursing Assistant



**DELIVERY. IF YOUR ADDRESS HAS CHANGED, PLEASE NOTIFY STUDENT SERVICES IMMEDIATELY.** We have also issued ten notebook and desktop computers to students and staff as we prepare for a 100% online academic spring term beginning on April 7, 2020.

The May 28, 2020, graduation ceremony and senior pictures have been postponed. Please keep in mind that this date is more than two months away, and this could change as we continue to battle this COVID-19 pandemic. Please check your e-mails and text messages and ACI's website, and social media for updates.

Please be informed and know that ACI has resources to help make you a successful distance education student, including notebook computers, software, hardware, IT support, and anything else you may need. Contact Candice or Elaine at (972) 647-1607 or by e-mail at [canzaldue@arlingtoncareerinstitute.edu](mailto:canzaldue@arlingtoncareerinstitute.edu) or [esatchell@arlingtoncareerinstitute.edu](mailto:esatchell@arlingtoncareerinstitute.edu).

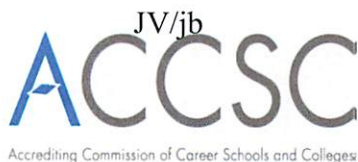
The federal government is expected to provide a huge stimulus package to help small businesses and individuals keep going during these times of pandemic.

Stay safe and watch for continued updates.

Sincerely,



JON VECCHIO  
Director/CEO



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