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The book's letters and memos represent the contributions of more than 60 outstanding school administrators throughout the United States - including superintendents, principals, supervisors, guidance counselors, and others - all of them with well-earned reputations for solid, professional communication.

Many types of letters are included - letters addressed to parents, teachers, students, teacher applicants, other school administrators, businesspeople, and the community at large. In addition, this handy resource is clearly organized, designed for easy use, and filled with the best letters of the best communicators in modern American education. The CD-ROM makes the letters easy to modify to fit your own situations.

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