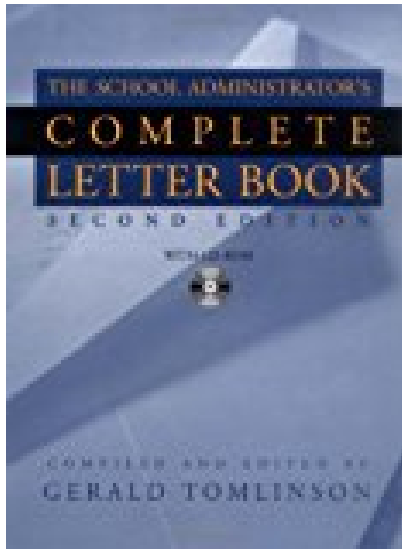


# School Administrators Complete Letter Book Second Edition Book & CD-ROM

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## BOOK DETAILS

- Author :
- Pages : 352 Pages
- Publisher : Jossey-Bass
- Language : English
- ISBN : 0787965898

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## **BOOK SYNOPSIS**

The School Administrators Complete Letter Book with CD-ROM, Second Edition offers a comprehensive selection of model letters and memos for a wide variety of educational purposes and situations. This book and its accompanying CD contain a gold mine of tested, usable letters and other communiqué some of which can be used practically word-for-word from the book, while others can be adapted to your specific needs. The books 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. "The School Administrators Complete Letter Book with CD-ROM is a necessary bag of tricks for any administrator. As such, I have long suggested to emerging administrators that they keep a copy nearby for ready reference." — Judith H. Kohlbach, vice president, EducareUSA "School administrators at every level will benefit from The School Administrators Complete Letter Book with CD-ROM. In the face of ever- increasing job complexity, the tools in this book provide school leaders with tools to better communicate with diverse constituencies." — Dr. Gerald N. Tirozzi, executive director, National Association of Secondary School Principals "Tomlinsons compilation is a fine source of well-written letters that address the issues facing anyone in a position of educational leadership." — Johnie Grace, founder, Cornerstone Christian School, Columbiana, Alabama "Using Tomlinsons book has been a real timesaver. The materials are well crafted and address real issues." — Patrick Spagnoletti, superintendent, Belvidere School District, Belvidere, New Jersey "The School Administrators Complete Letter Book is filled with highly practical and useful examples of professional correspondence that are immediately applicable to current, everyday situations." — Willard Adams Ruliffson, former director, Southern Aroostook Vocational School, Aroostook County, Maine "The first edition of this book has been a solid resource for school principals and other elementary and secondary school administrators for nearly two decades. The second edition, with a hundred or so new letters and a CD-ROM, will surely add to its popularity." — Brian J. Doherty, principal, Newton High School, Newton, New Jersey

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