



# County Education Board



53 State Avenue, Purlington, IN 46372 • Phone (751) 555-0412 • Web Address: www.ceb.com

The theme colors should be changed to Pushpin

March 31, 2012

The margins should be changed to 1" top and bottom and .75" left and right

Ms. Sarah Rosen, Principal  
Fair Grove Elementary School  
3373 Sherman Boulevard  
Purlington, IN 46372

The guidelines in the modified semi-block letter style should be followed

Proper spacing between elements of the letter should be used

Dear Ms. Rosen:

We are delighted to announce that a four-star rating has been granted to Fair Grove Elementary School for the fifth consecutive year. As you know, this rating is the highest distinction a county school can receive. The table below outlines the county requirements compared with Fair Grove's overall figures:

After entering the inside address, a building block should be created for "Fair Grove Elementary School" and the building block inserted whenever the school name is entered

Four-Star Ranking Requirements		
Area	Minimum Requirement	Fair Grove Figure
Attendance	95%	97.2%
Language Proficiency	90%	91.1%
Math Proficiency	90%	90.7%

Table columns should be resized to fit contents

To earn a four-star rating, schools must rank in the top 20 percent of the three areas shown in the table. Fair Grove Elementary School is one of only ten county schools to achieve this distinction. In addition to the academic performance and attendance figures, we recognize your other achievements, as follows:

- Nearly 80 percent of Fair Grove students are involved in extracurricular activities
- Operating expenses and budget are kept to a minimum, with no additional funds requested from county budget last year
- High rate of teacher retention and satisfaction
- Parental involvement and inclusion in coursework, volunteer projects, and unpaid positions (i.e., recreational sports league coaches, cafeteria monitors, chaperones, etc.)

The County Education Board extends its congratulations to you for a job well done. Please accept our thanks for your continuing role in shaping our county's future citizens.

Sincerely,

The spelling of the letter should be checked

Walt Andreas  
President

The document properties should be changed as specified by the instructor

The letter should be saved with "Lab 3-3 Education Board Letter" as the file name