[SCHOOL LETTERHEAD]

Dear Indiana Department of Education May 15, 2010

Jane Doe has successfully completed her Year Two IMAP requirements. She is now eligible to apply for her five year Proficient Practitioner license. Jane is aware that this letter should be included with her application documents.

We have placed the original completed assessment tool in Jane’s file and Jane was also given a copy of her completed assessment for her records.

If there should be any questions, please feel free to contact me at 317-555-1234.

Sincerely,

Ed Brown

Principal

Crestview Ave Elementary School