

INFO

Date Received Today Date Required ... Today

Doc Name to be edited New Doc Name INTERVIEWS - main
INTERVIEWS - data

Draft/letter quality (Portrait) Landscape

Number of copies print

Special Instructions Main document showing codes
Data source

Prepare the following mail merge (names on back)

Browns Park School, 15 Browns Avenue, St Kilda, DV (In leader -)
(letterhead)

Tues &

Next Wednesday evening Parent/Teacher interviews will be held at school from ⁶ 7-9 pm.

→ Please be available in the staff room from on to have supper with the parents as they finish their interviews.

~~This will provide an opportunity for parents to meet members of the~~

as you are a member of the

This will give an opportunity to discuss a variety of issues and enable parents to air their views.

Yrs sincerely

Julie Reid
Principle

Setout letter appropriately

Proofread carefully

Merge letters & save as interview letters

Mr G Richardson
191 Champs Road
St Kilda
DUNEDIN
Creoff
6-7.30 pm
Tuesday
Board of Trustees

Mr D White
66 Blacks Rd
Dunedin
Dawrd
7.30-9 pm
Wed
PTA

Mrs J Wood
87 Ace Street
St Kilda
DN
Jacinda
7.30 - 9
Tues
BOT

Mrs R Toomey
41A Keys Ave
Dunedin
Roz
7.30 - 9 pm
Wednesday
BOT

Mrs Carol Haig
4 Harding St
DN
6-7.30 pm
Wed
Parent Teachers
Association

Mr J Davidson, 74 Cliffs Rd, ^{st Clair} DN, John, 6-7.30 pm
Tuesday PTA

Mrs M Bruhns, 4 Linbury St, Andersons Bay, DN
Wed, Board of Trustees Mary Tues 6-7.30 pm