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| Original: | Revision: | Explanation: |
| “A Tradition in Excellence” above the address | Take out “A Tradition in Excellence” | It doesn’t belong in the address, and it is already stated, so it doesn’t even need to be said again. |
| Guidance counselor talks about her family issues, very personal on her part. | Change to “a family member” or just how she knows it can affect others. | Usually school personnel wouldn’t reveal very personal information, but explain how they understand and are connected. |
| All fonts are the same, not bolded. (On report card) | Bold the words in the report card that are slightly blocked by the background picture | To emphasize and allow visibility, make it look more realistic |
| No space for extra teacher comments or parent signatures. | Have specific area for extra comments and signature, and make those comments for some classes. | Can provide extra feedback to the reader about her change in attitudes. |

Report cards+letter home to parents