
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: GOVERNOR
FROM: RILEY
SUBJECT: LETTER TO DISTRICTS' 2003 TEACHERS OF THE YEAR
DATE 6/10/03
CC: FILE

I've drafted the attached letter to send to the Teacher of the Year for the 87 school districts that participated in the program this year. I will modify this letter slightly for the 4 finalists, with Andrew Lark's letter being modified to reflect his being named Mississippi's Teacher of the Year.

I've highlighted those portions of the letter that will be personalized for each teacher (i.e., his/her district and school).

I'll have one of the interns autopen your signature on each of the letters.

Please either "OK" the letter or mark any changes that you want made.

Thanks!