<DATE>

Dear <MIDDLE SCHOOL/JUNIOR HIGH PRINCIPAL OR SCHOOL COUNSELOR>

Fantastic news! Starting next fall, all students in our business classes will have the opportunity to become certified in Microsoft Office Word, Excel, PowerPoint, Outlook and more! These applications are critical for anyone, whether they immediately enter the workforce or pursue higher education. Validating the skills and knowledge our students obtain in the classroom gives them a clear advantage, because 95% of all US businesses large and small use Microsoft Office!

Additional benefits of student certification are reported annually by the Florida Department of Education1. Students with certification graduate at a significantly higher rate (97.4%) and have a higher average GPA (+.54). Additionally, students with certification have a dropout rate near zero (0.2%), which seems to indicate that they are more engaged in the learning process.

This is a tremendous opportunity we are providing and we hope you will encourage your students, who are preparing to attend our high school, to add the <INTRODUCTION TO COMPUTER APPLICATIONS> class to their high school schedule and become certified!  
  
If you have any questions don’t hesitate to call me at <PHONE>. For more information about the Microsoft Office Specialist certification, visit www.certiport.com/MOS.

Sincerely,

<TEACHER OR ADMINISTRATOR>

1Career and Professional Academy Enrollment and Performance Report 2009-10, page 20, http://www.fldoe.org/workforce/pdf/capepr0910.pdf