

June 13, 1979

Mr. Edward Courtney
4443 So. Eddy St.
Seattle, WA 98118

Dear Mr. Courtney:

The staff of the Seattle Archdiocesan Office of Education extends a sincere welcome to you as you begin your principalship at St. Alphonsus School. As a teacher in our schools during the past years we certainly feel at home with you. We look forward to working with you and being of service to you during this coming year.

May we ask that you attend a meeting at the Chancery on August 27, 1979 from 1:00-3:00p.m. This is a session for the thirteen principals assuming their initial position as principal in the Archdiocese.

Enclosed you will find a copy of the Archdiocesan Policy Handbook and the Administrative Handbook. We urge you to read these and welcome your questions of clarification at this meeting.

If you need assistance during June and August, please do not hesitate to call. During July the office secretary will be available to answer your questions.

Sincerely yours,

Sister Anne Mack, OP
Personnel Director

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