

COMMONWEALTH OF VIRGINIA



STATE BOARD OF EDUCATION

RICHMOND, 16

November 8, 1956

reports - high school

Mr. O. L. Emerick, Superintendent
Loudoun County Schools
Leesburg, Virginia

Dear Mr. Emerick:

This office has not received the Preliminary Annual Reports from your Division. We would kindly appreciate receiving these reports as soon as possible.

With best wishes, I am

Sincerely yours,

G. F. Poteet
Assistant Supervisor of
Secondary Education

/pd

November 9, 1956

Mr. G. F. Poteet
Assistant Supervisor of Secondary Education
State Department of Education
Richmond 16, Virginia

Dear Mr. Poteet:

We hope to have our Preliminary Annual Reports in your hands in a few days. These reports came to us before schools opened. I filed them and failed to put a memorandum on my calendar that would remind me to distribute them after schools opened. I am sorry for the delay.

Very sincerely yours,

O. L. Emerick
Division Superintendent

OLE:mlt