



# School Counselor's Letter Book

*Kenneth W. Hitchner, Anne Tift-Hitchner, E. Andre Apostol*

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**School Counselor's Letter Book** Kenneth W. Hitchner, Anne Tiftt-Hitchner, E. Andre Apostol

Here are over 200 counselor-tested model letters, forms, memos, worksheets, and checklists specifically designed to help you cut the time you spend on paperwork in half, letting you spend more time interacting with students, teachers, and parents.

This wide-ranging resource saves you time in virtually every counseling situation that requires written communications-- from letters to parents and student progress reports to pre-college counseling and crisis intervention.

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