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November 21, 2005

Mrs. Valerie Schwartz,  
Team Leader, Certification  
PGCPS, Upper Marlboro, MD

Dear Mrs. Schwartz:

Peter Pryce, a graduate student at McDaniel College, has completed all requirements, including the administrative internship, for the administrative 1 certificate. As Mr. Pryce's supervisor for the administrative internship, I will record his grade "A" with the registrar at the conclusion of this semester, December 12, 2005. Soon after that date, around December 19<sup>th</sup>, Peter will be able to request an official transcript listing his grades for all certification requirements.

Mr. Pryce completed an outstanding internship and is fully qualified to serve in any position requiring an administrative 1 certificate. If you have any questions, do not hesitate to contact me at 410-386-4626.

Sincerely,

Herbert A. Phelps, Ed. D.  
Supervisor of Administrative  
Interns