



HOW TO USE THIS PAGE

- Print out this page onto cardstock.
- Write your note using the guidelines below.
- Cut out the ticket.
- Give to it the Superintendent at the presentation or give to the School Coordinator to forward on to the Superintendent.
- You can also ask students to simply use a piece of paper to write their note.

HOW TO WRITE AWESOME NOTES

- **Address by Name:** Start with their name to make it personal.
- **Be Specific:** Mention something special about them or what they've done.
- **Share the Impact:** Explain how they've made a difference to you, others and/or the school.
- **Be Sincere:** Write from the heart, using your own words.
- **End with Gratitude:** Finish with a heartfelt thank you.
- **Sign your name:** Write your full name.