

THE H-B WOODLAWN SECONDARY PROGRAM
4100 North Vacation Lane
Arlington, Virginia 22207

August 14, 1979

MEMORANDUM

TO: Superintendent's Office, Human Relation, Employee Relations, Public Information, Staff Management, Division of Instruction, Curriculum Specialists or Supervisor, Librarians, Media Processing Center, Teaching Materials Center, School Mail, Department of Planning and Budget, Data Processing, Student Services, Community and School Activities, Adult and Career Education, Division of Finance and Business Management, Auxiliary Services, Facilities, Transportation, Department of Human Resources, and School Principals.

FROM: Margery H. Edson, Principal and Ray M. Anderson, Head Teacher

SUBJECT: How to Write the Name of Our School

The official name of our school is:

The H-B Woodlawn Secondary Program.

This was endorsed by Dr. Cuban in a meeting with us on July 24, 1979. Please correct any forms or releases that come from your office.

Thank you!