

March 6, 2015

To Whom It May Concern:

I would like to recommend Tracie Kroenert for a position in your school district. Mrs. Kroenert was a School Counselor at Atlanta Middle School in Atlanta Independent School District where I serve as the Assistant Principal, and I had the pleasure of working with her during the 2013-2014 school year. During the time I supervised Mrs. Kroenert, she managed a variety of programs on campus including Counseling Services and Character Education, and she served as the Campus 504 Coordinator and Campus Testing Coordinator.

Mrs. Kroenert developed multiple processes for counseling services at Atlanta Middle School. She maintained a website throughout the year with up-to-date information for parents and students including anti-bullying information, confidence-building material, and strategies for helping test anxiety. She provided character-building material to the students through the video announcements every week. Mrs. Kroenert also created counselor referral documents and logs to assist teachers and other staff members with the student referral process. She was readily available to students and staff for counseling services and effectively communicated with parents and other agencies as needed.

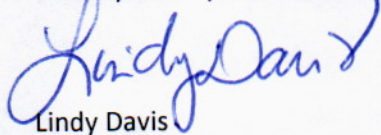
As part of Character Education, Mrs. Kroenert implemented a variety of activities including the planning for Red Ribbon Week. These activities including enlisting guest speakers and performers, creating spirit dress-up days, and speaking with the students about the importance of staying drug-free.

As the Campus 504 Coordinator, Mrs. Kroenert oversaw all aspects of the program for approximately seventy students who qualified for 504 Services. She worked closely with the teachers to acquire the necessary student information regarding disabilities and accommodations. Mrs. Kroenert scheduled meetings with parents and teachers for annual reviews, requested reviews, and manifestation determination reviews. She distributed the appropriate paperwork to teachers and administrators and created a document that reflected current student data as a reference.

Mrs. Kroenert also served as the Campus Testing Coordinator. This included assessing transfer/homeschool students, Benchmark Testing, Gifted and Talented Testing, and State Assessment. In regards to State Assessment, Mrs. Kroenert worked closely with the District Testing Coordinator to communicate the accurate number of tests and versions of tests appropriate for our campus that houses fifth through eighth grades. She trained all staff regarding security and testing procedures and coordinated all student groups including test administrators and testing locations. She maintained test protocol throughout the test administrations.

Mrs. Kroenert has a Generalist Certification along with an English as a Second Language Supplement and maintains a School Counselor and Principal Certification. Mrs. Tracie Kroenert has been an asset to the students and staff she has worked with, and she would be an excellent addition to your program. I recommend her without reservation.

Thank you for your consideration,



Lindy Davis
Assistant Principal
Atlanta Middle School
Atlanta Independent School District
ldavis@atlisd.net