ADMINISTRATIVE PROFESSIONALS DAY

Thank-You Cards
Certificate · Class Card



Bright Path Sped

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One teacher license

- This file is for one teacher and the students in that teacher's classroom.
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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line or a box, type, and Save As.
- Every name, message and from line is a type-in field. You can also print a card and write on it by hand.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Every page is US Letter, portrait. Turn off fit to page and shrink to fit so the cards come out the size the how-to-fold page says. Card stock or bright paper makes a card feel special.

Names in a saved file

A name you type stays in the file when you save it. If you save a copy for a class, keep it where your school keeps student information, and follow your school's rules for what is saved and shared.

Need help?

If a field will not behave or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

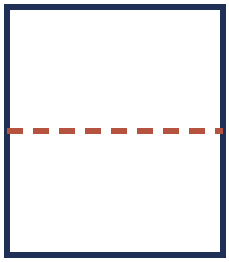
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PREVIEW

How to Fold a Card

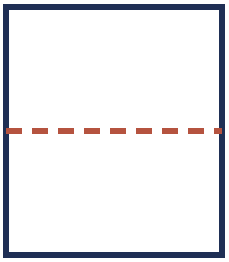
Four steps for the folded cards. The flat cards only need cutting.

1. Print the outside



Print a front page at 100 percent. Two cards share the page; the dashed line is the cut.

2. Print the inside



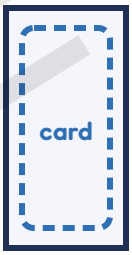
Put the same sheet back in and print the inside (page 9). Flip on the long edge if your printer does two sides.

3. Cut in half



Cut on the cut line. Each half is one card: the front is on the right and the back is on the left.

4. Fold on the middle



Fold on the dashed fold line, front out. A closed card is 4.25 by 5.5 inches, a quarter of a letter page.

No two-sided printing?

- Print the front page, cut and fold, and write the message on the blank back of the fold by hand.
- Or print the inside page on its own sheet and glue it behind the front.
- A test print on plain paper shows you which way your printer flips.

Flat quarter-sheet cards

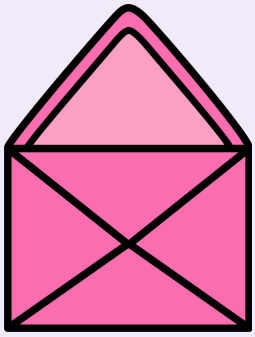
- Pages 16 and 17 hold four cards each, 4.25 by 5.5 inches.
- Cut on the two dashed lines and write on the front. No fold, no second side.
- Good for a pile of quick cards from the whole class.

Class-signed card and certificate

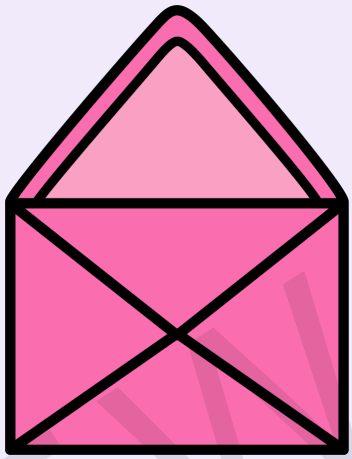
- Page 11 (the class-signed card) and page 10 (the certificate) print on one sheet each. No cutting, no folding.
- Print the class-signed card on card stock, hand it round, and let each child sign.

PREVIEW

fold
Preview · Bright Path Sped



You Deliver Smiles!



For _____

cut
fold



You Take Note of Us!



For _____

PREVIEW

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Thank you,



To

_____

My message

From

_____

Thank you,



To

_____

My message

From

_____

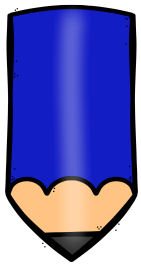
PREVIEW

Preview - Bright Path Sped



Thank You!

from all of us



For _____

Room _____

Write your name in a box.

PREVIEW

Administrative Professionals Day - Class Signed Card

My name _____

A Thank-You Note

Draw. Then write a thank-you.

Dear _____

Draw a picture

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Write your thank-you.

From _____

Letter to Families

Type in the blanks, print, and send it home. The wording is yours to change.

Date _____ Teacher _____ Room _____

Dear families,

Our class is making a thank-you card for the people who work in our school office. They answer the phone, greet visitors, and help us every day, and we would like to say thank you.

Each child will write or draw a thank-you. You can help by talking with your child about someone in the office who has helped them, and what they would like to say.

What we need

Please send back the thank-you note page by

_____

Our class will give the card to the office on

_____

Anything else to bring or know (your words)

Thank you!

Thank you for helping your child say a kind word. It means a lot to the office team.

Signed

_____

Return slip

My child's name _____ Family member's name _____

A kind word we would like to add

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Stamped With Thanks!

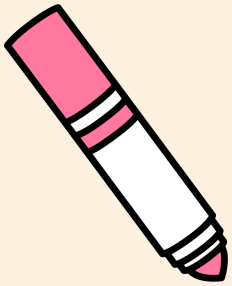


To

My message

From

You Highlight Our Day!



To

My message

From

cut

We Love Our Office Team!

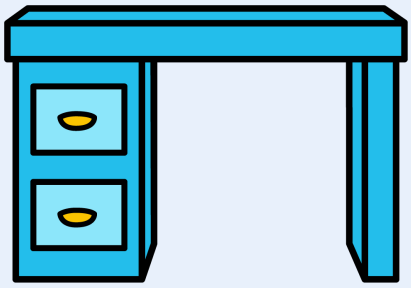


To

My message

From

Our School Runs on You!



To

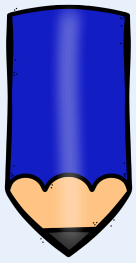
My message

From

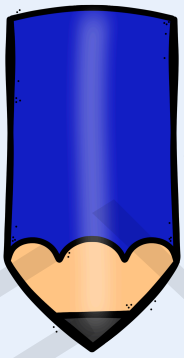
PREVIEW

A Finished Card

Front on top, inside below. Ms. Park and Room 12 are invented; nothing here describes a real person or class.



Thank You for All You Do!



For
Ms. Park

Thank you,



To
Ms. Park

My message

Dear Ms. Park, thank you for saying good morning to us every day. You help our school run. We are glad you are here!

From
Room 12

PREVIEW