



PO Box 800  
Vail, AZ 85641  
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To Whom It May Concern,

\_\_\_\_\_ is taking a class with the Vail Digital Learning Program. In order to complete this class, he/she needs a proctor who can supervise the testing. Proctors are individuals who are approved to administer an exam from a facility such as a library or a local school. Proctors may be a:

- Librarian
- School teacher
- School principal
- School counselor
- Probation officer
- Testing center employee

Proctors may **NOT** be a family member, relative, friend, neighbor, athletic coach, or student tutor.

To administer the exam you must be able to provide the student a computer with reliable internet access. (See our website for technical requirements.)

If you are willing and able to proctor exams for this student, please go to the following web page and register as a proctor.

<http://bit.ly/vdlpproctor>

Once you have been approved as a proctor a VDLP staff member will contact you to go over the procedures for administering the exam. If you have any questions please feel free to give us a call. Thank you for your time and assistance.

Sincerely,

Vail Digital Learning Program