

**From:** GrantCoordinator@SylvanDellPublishing.com  
**Sent:** Wednesday, November 10, 2010 4:43 PM  
**To:** djhfkjdfaj@xxxxxxxx.k12.xx.us  
**Subject:** XX-Example District-Example Elementary-Resource Grant-eBook Site License from Sylvan Dell

Dear Xxxxx XXXXXXX,

Congratulations! We have reviewed your application and awarded your School / Library a Resource Grant for our eBook Site License. Your site license is now active and good through 11/10/2011. This email includes set-up instructions with desktop icon, navigation buttons and hot links for websites, and your 6-digit site code and should be retained for future reference.

Thank you very much for your interest and we hope that children, parents, and teachers will love our new eBooks with Auto-Flip, Auto-Read and selectable English and Spanish text and audio. Plus, the educator resources which include: 4-6 page For Creative Minds educational section in the back of each book, 40-60 pages of cross-curricular Teaching Activities (Language Arts, Science, Math, Geography, Character and more), 3 Interactive Quizzes (Reading Comprehension, For Creative Minds, & Math), and complete audiobooks (readings in English and Spanish) with each title. The books are Lexile and Fountas & Pinnell leveled, Accelerated Reader, Reading Counts, and have been aligned to standards in all 50 states. All of this and more can be found on each book's respective book homepage.

Here are procedures for set-up with three options, and we are here to help if you or your staff has any questions.

**Option 1: (Recommended) Load Desktop Icon** on all building computers. The icon is a small (2kb) and safe executable file with embedded url link that opens the site license. Schools (but not libraries, please) are encouraged to email desktop icon links home to the families. To use this option:

- Click on the following link: [PCs click here](#) / [Macs click here](#)
- Save the file to your desktop
- Click the new desktop icon (Sylvan Dell logo for PCs, Generic MAC logo for MACs) and it opens your site license page.

**Option 2: Buttons for Websites.** We want your families to be able to access from home but we do not want the site license open to the general public and ask that your IT folks ensure it is behind password protection. Depending on your website's security features and your password preferences, we offer three options with four Navigation Buttons: [please click here for Navigation Buttons and Password Protection Details](#). For secure websites already behind password protect, the link below can be used with the Navigation Buttons. This hot link is for IT folks and should not be shared or further disseminated.

Site License Link: [XX](#)

**Option 3: Enter 6-digit Site Code** on our [Site Code Entry Page](#) linked from our [Sylvan Dell Homepage](#).

Site license for: **Example Elementary**  
Site code: **XXXXXX**  
Code expiration date: **11/10/2011**

The first time you try it, copy and paste into the block to make sure it is working. After you confirm it works, try typing it in. Make sure all digits are in CAPS and watch for 1s (ones) looking like I (capital eyes) and l (lower case els). Once the site is open, you can save the page to your browser favorites.

Schools are welcome to pass option 1 (desktop icon) and option 3 (6-digit site codes) on to teachers and the children's families so they can access the eBooks from classrooms and from home but please ask that it not be further disseminated. As a variation on option 3, we can also create a unique password for your school or library.

Here are a few other resources:

- [eBook Operating Instructions](#)
- [How To Use Sylvan Dell eBooks in the Classroom](#)
- [Site License Usage Data](#)
- [Letter for the Parents](#) and/or [Flyer for the Parents](#) you can tailor to your school or library (both in MS Word format) and send home with the children.

For individual teachers or site license coordinators, we are available by phone and happy to walk you through our program and explain how best to use our resources in the classroom. We are real people here and we answer our phones and we find that one-on-one is the best approach! If you have a group of teachers who would like training, we can also set-up online webinars. If you or your teachers are interested, please check online on our [Webinar Info](#) page or email us or call us toll free: 877-958-2600.

If you and your teachers and the children are enjoying our eBook Site License and want to continue after the grant expires, we have a number of cost-effective options described on our

- [eBook Site Licensing](#) page. Buy by the set, or the Title or take advantage of our All-Title Set Special (Buy all 55 hardcover titles or two 55-title paperback sets and get an additional free-one year eBook site license).
- Our [Family Coupon Program](#) makes fund raising easy. Your school families who love Sylvan Dell can buy books from our online store and receive a 20% discount while your school earns 10% of every family purchase.

Thanks again for your interest in Sylvan Dell. We hope you love the new eBooks and the free online resources for each title. If you like what you see here, please help us spread the word amongst your colleagues. We are trying to do good things and we need and appreciate your support.

All the best, Lee

Lee German  
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***Science and Math through Literature***

Elementary School: **Example Elementary**  
City: **XXXXXXX**  
State: **YY**

School Contact Name: **Xxxxx XXXXXXX**  
School Contact Job Title: **Librarian**  
School Contact Phone: **XXX-XXX-XXXX**  
School Contact E-mail: **djhfkjdfaj@xxxxxxxx.k12.xx.us**

School District: **Example School District**  
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District Contact Job Title: **Science Curriculum Coordinator**  
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