

GUIN MUNDORF

LLC

Attorneys at Law



# Shifting into High Gear

Administrative Assistant's  
Back-to-School Guide

Thursday, August 10, 2017  
2:30-4:00 p.m.

Join us for a complimentary training session about records requests, records retention, questions from your board and community and other topics for:

- *Board Secretaries*
- *Superintendent's Administrative Assistants*
- *Custodians of Record*

To RSVP, [CLICK HERE](#) or visit [gmschoollaw.com](http://gmschoollaw.com)