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Memorandum

To: Special Education Directors,
New York State Alternate Assessment Representatives

From: Danielle M. Mullin

Date: October 27, 2009

Re: Going Green!

In an effort to support our environment, Educational Support Services will be reducing the amount of paper mailings for New York State Alternate Assessment (NYSAA) correspondence. Please provide us with the contact information requested on the attached form in order for your district to continue to stay up-to-date with the most current NYSAA information. We truly appreciate your support with this as we move forward with paperless correspondence.



Educational Support Services Goes Green for the NYSAA!

In accordance with the Eastern Suffolk BOCES “Go Green” initiatives, we will be reducing the amount of paper mailings. All future NYSAA correspondence will be sent electronically in an effort to support paperless procedures. Please complete the contact information form and fax to Danielle Mullin at (631)244-2678 or email the information to dmullin@esboces.org. Future correspondence will be sent to the email address(es) provided by you on the contact form.

Thank you for your cooperation with this matter.



Educational Support Services Goes Green for the NYSAA!

District: _____

NYSAA Contact Person: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Additional Contact:

Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

**Please email information to dmullin@esboces.org or fax form to

(631) 244-2678 Attn: Danielle Mullin**