



Attachment A – Letter of Introduction

AGENCY LETTERHEAD

Date: \_\_\_\_\_

MEMORANDUM

TO: OFFICE OF RELATED SERVICES

FROM: \_\_\_\_\_, Contract Agency

SUBJECT: Introduction of Contract Agency Personnel

(Please Print Clearly or Type)

This memo will serve to introduce the individual named below to be processed for the following services for which contracts have been awarded:

ASSESSMENTS

RELATED SERVICES

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Day Evening

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ --- \_\_\_\_\_ --- \_\_\_\_\_

Have you been previously fingerprinted by the New York City Board of Education?

YES

NO

Discipline: \_\_\_\_\_ Language: \_\_\_\_\_

New York State License/Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*For Registered Nurses only*

Cardio-Pulmonary Resuscitation (CPR) Certification:  YES  NO

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agency Director: \_\_\_\_\_ Date: \_\_\_\_\_