Date

To: Nassau BOCES Regional Distribution Center

Attention: Stephanie Witt

On behalf of school name, name of person picking up exams, will be picking up the following examination booklets on date of exam:

Quantity, name of exam, exam type, session # (ex: 3 copies of Grade 8 Science Written Large print)

Please feel free to contact me at phone number of contact for additional information.

Sincerely,

Principal’s Signature

Principal’s Name

Name of School