



Charter School Recruitment Information Request Form

Charter School Information					
Requestor's Last Name <input style="width:95%;" type="text"/>	First Name <input style="width:95%;" type="text"/>	Telephone Number (work) <input style="width:95%;" type="text"/>	Fax Number (work) <input style="width:95%;" type="text"/>		
DBN <input style="width:95%;" type="text"/>	School Name <input style="width:95%;" type="text"/>	School Billing Address <input style="width:95%;" type="text"/>			
Email Address <input style="width:95%;" type="text"/>			Date of Request <input style="width:95%;" type="text"/>		
Information Requested (Please check all that apply)					
<input type="checkbox"/> Parents Name <input type="checkbox"/> c/o Students Name <input type="checkbox"/> Address <input type="checkbox"/> Zip Code					
Grade Levels: <input type="checkbox"/> Pre-K <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grade 1 <input type="checkbox"/> Grade 2 <input type="checkbox"/> Grade 3 <input type="checkbox"/> Grade 4 <input type="checkbox"/> Grade 5 <input type="checkbox"/> Grade 6 <input type="checkbox"/> Grade 7 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12		Zip Codes: _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____			
Special Instructions: <input style="width:95%; height:30px;" type="text"/>					
School Authorization					
Principal's Name <input style="width:95%;" type="text"/>		Principal's Signature _____ Date _____			
District/Office of Charter School Authorization					
Name <input style="width:95%;" type="text"/>	Job Title <input style="width:95%;" type="text"/>	Supervisor's Signature <input style="width:95%;" type="text"/>	Date <input style="width:95%;" type="text"/>		
Name <input style="width:95%;" type="text"/>	Date Approved <input style="width:95%;" type="text"/>	Date Received from OCS <input style="width:95%;" type="text"/>	Date of File transfer to vendor <input style="width:95%;" type="text"/>		
What will you be mailing? <input type="checkbox"/> Letter <input type="checkbox"/> Application <input type="checkbox"/> #10 Envelope <input type="checkbox"/> #9 Return Envelope <input type="checkbox"/> Self mailer <input type="checkbox"/> Postcard <input type="checkbox"/> Other					
Will you be supplying print ready files? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you have a postal indicia? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you need help with creative? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Please fill out, print and then return via mail, email or fax to: Keisha Womack Director of Operations New York City Department of Education Charter Schools Office 52 Chambers Street, Room 414, New York, NY 10007 Tel: 212.374.6891 Fax: 212.374.5761 Email: KWomack3@schools.nyc.gov		CONTACT INFORMATION For any questions concerning your mailing and sending artwork: <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> Vanguard Direct Diane Waldman, Senior Client Service Manager 519 Eighth Avenue / 23rd Floor / NYC / 10018 Phone: 212.736.0770 x191 Website: http://www.vanguarddirect.com Email: doecs@vanguarddirect.com </td> <td style="width:50%; vertical-align: top;"> OR Vanguard Direct Chantelle Santiago, Production Coordinator 519 Eighth Avenue / 23rd Floor / NYC / 10018 Phone: 212.736.0770 x186 Website: http://www.vanguarddirect.com Email: doecs@vanguarddirect.com </td> </tr> </table>		Vanguard Direct Diane Waldman, Senior Client Service Manager 519 Eighth Avenue / 23rd Floor / NYC / 10018 Phone: 212.736.0770 x191 Website: http://www.vanguarddirect.com Email: doecs@vanguarddirect.com	OR Vanguard Direct Chantelle Santiago, Production Coordinator 519 Eighth Avenue / 23rd Floor / NYC / 10018 Phone: 212.736.0770 x186 Website: http://www.vanguarddirect.com Email: doecs@vanguarddirect.com
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