



Charter School Recruitment Information Request Form

Charter School Information			
Requestor's Last Name <input type="text"/>	First Name <input type="text"/>	Telephone Number (work) <input type="text"/>	Fax Number (work) <input type="text"/>
DBN <input type="text"/>	School Name <input type="text"/>	School Billing Address <input type="text"/>	
Email Address <input type="text"/>			Date of Request <input 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 type="text"/>			
School Authorization			
Principal's Name <input type="text"/>		Principal's Signature Date <input type="text"/>	
District/Office of Charter School Authorization			
Name <input type="text"/>	Job Title <input type="text"/>	Supervisor's Signature <input type="text"/>	Date <input type="text"/>
Name <input type="text"/>	Date Approved <input type="text"/>	Date Received from OCS <input type="text"/>	Date of File transfer to vendor <input 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: Jorge Cruz New York City Department of Education Charter Schools Office 52 Chambers Street, Room 414, New York, NY 10007 Tel: 212.374.5419 Fax: 212.374.5761 Email: JCruz30@schools.nyc.gov		CONTACT INFORMATION For any questions concerning your mailing and sending artwork: Vanguard Direct OR Vanguard Direct Diane Waldman, Senior Client Service Manager Natacha Arora, Production Coordinator 519 Eighth Avenue / 23rd Floor / NYC / 10018 519 Eighth Avenue / 23rd Floor / NYC / 10018 Phone: 212.736.0770 x191 Phone: 212.736.0770 x167 Website: http://www.vanguarddirect.com Website: http://www.vanguarddirect.com Email: doecs@vanguarddirect.com Email: doecs@vanguarddirect.com	