

MEMORANDUM

TO: Occupational and Physical Therapist in the New York City Public Schools

FROM: Helen Kaufman, Administrative Assistant Superintendent
Office of Clinical and Support Services – District 75

SUBJECT: Orientation Package for Health Services Personnel

As Administrative Assistant Superintendent for District 75, and on its behalf and that of Bonnie Brown our Superintendent, I would like to welcome you to the New York City Public School System.

As part of our commitment to improving the quality of instructional and related services provided to our students, the office of Clinical and Support services believes that all professionals should be informed about New York City Department of Education policies, regulations and personnel procedures governing the provision of related services to special education students.

As part of this effort, it is my hope and that of your supervisors, Katherine Deats, Occupational Therapy Supervisor and Nina Young, Physical Therapy Supervisor, that the enclosed orientation packet will address many issues of importance to you and will provide you with the basic information which you will need as a new staff member working in our district.

Once again, welcome. Should you have any questions or concerns, your supervisors are available to help you. They can be reached at (917) 256-4276/77.

Best wishes for a productive school year.

Helen Kaufman
Administrative Assistant Superintendent – Clinical and Support Services