



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

DIVISION OF HUMAN RESOURCES
CENTER FOR RECRUITMENT AND PROFESSIONAL DEVELOPMENT
65 Court Street – Brooklyn, NY 11201

Date: _____

School: _____

Address: _____

Dear OPI / Smart Card Center:

The following OPD is currently substituting in our school. Please issue him/her a Smart Card.

Name: _____

SS#: _____

If you have any questions, please feel free to contact this office at _____.
Thank you.

Sincerely,

Payroll Secretary