

BUFFALO BOARD OF EDUCATION
INTEROFFICE MEMORANDUM

TO: Teachers and Teachers Aides OTC, Buffalo State College, Community
Based Special Education, and of WNY Day Treatment Center

FROM: Thomas Vitale, Principal

SUBJECT: Update Staff Information

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In order to keep our staff files current please complete information below. Please contact
OTC (816-3250) if any information changes during the school year.

NAME _____

ADDRESS _____

SOC.SEC # _____

(Only needed if OTC is your payroll school.)

SCHOOL SITE _____

HOME PHONE _____

Emergency Contact _____

CELL PHONE NUMBER: _____

Please return this form to Mr. Vitale at the Occupational Training Center - PS 42.