

May 28, 2004

TO: Directors, Private Schools for the Disabled

FROM: Jim Verner, Section Supervisor
Office of Fiscal Policy and Planning

SUBJECT: School Registers

Private schools for the disabled have expressed an interest in ordering school registers for the 2004-2005 school year. You may order the Expanded (Ala) at \$12.00 or the Standard (Al) at \$7.00 per copy. The registers are in inventory and are currently available. A School Register Order Form is attached. Please send your order along with a check for the indicated amount to the name and address at the top of the order form. **Please do not send orders to my office.**

If you have any questions, please call Margaret Szucsik at (609) 984-0549.

JV/elise/annual info/2004-2005 school register order.doc
Attachment
c: Margaret Szucsik

**MS. MARGARET SZUCSIK
 NEW JERSEY STATE DEPARTMENT OF EDUCATION
 PUBLICATIONS AND DISTRIBUTION SERVICES
 P.O. BOX 500
 TRENTON, NJ 08625-0500
 (609) 984-0549**

**SCHOOL REGISTER ORDER FORM
2004-2005**

FORM NUMBER	DESCRIPTION	UNIT COST	QUANTITY REQUESTED	TOTAL AMOUNT
Ala	School Register-Expanded	\$12.00	_____	\$ _____
Al	School Register-Standard	\$7.00	_____	\$ _____
Grand Total				

ORDER PAYMENT INFORMATION

Please remit check, money order, or purchase order for the grand total dollar amount to **the name and above address**. Checks should be made payable to:

“Treasurer, State of New Jersey”

Agency purchase orders should be made out to the “New Jersey State Department of Education”

Please print or type the name and address where order is to be forwarded:

Individual Name: _____

School Office: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Once completed, return to the New Jersey State Department of Education, Publications & Distributions Services, PO Box, N.J. 08625-0500