



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

OFFICE OF CURRICULUM AND INSTRUCTIONAL SUPPORT
ADULT EDUCATION AND WORKFORCE DEVELOPMENT TEAM
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HTTP://WWW.NYSED.GOV/WORKFORCE/

January 2008

TO: Managers of Adult Education Programs

FROM: Tom Orsini

SUBJECT: Internet Program Locator

The Adult Education and Workforce Development Team (AEWD) is working with the State Education Department's Information Technology Services unit to construct an adult literacy program locator to be housed on the AEWD website. In order to ensure that our information is the most current, I am asking you to complete the information below and return it to me no later than January 31st.

You may return the form by email to torsini@mail.nysed.gov; fax to (518) 486-1751 or mail to my attention at 307 EB, 89 Washington Avenue, Albany, NY 12234.

Thank you in advance for your anticipated cooperation.

OFFICE USE ONLY

SED Number _____

Program Name _____

Program Address _____

Contact Person _____

Phone _____

Email Address _____

Website Address _____

Programs Offered (Check all that apply)

_____ Adult Basic Education

_____ GED Preparation

_____ Family Literacy

_____ English Language Learning