[Emergency Test Order Template]
[Place on school letterhead]

Date

To: Nassau BOCES Regional Distribution Center

Attention: Stephanie Witt

On behalf of school name, name of person picking up exams, will be picking up the following examination booklets on date of exam:

Quantity, name of exam, exam type, session # (ex: 3 copies of Algebra I Regents, Large print) Please feel free to contact me at phone number of contact for additional information.

Sincerely,

Principal's

Signature

Principal's Name

Name of School

Please supply separate letters for each session