

M E M O R A N D U M

TO: All Per Session Home Instruction Teachers

FROM: Home Instruction Office

RE:

As noted in the Home Instruction Regulations for Per Session Employment, any and all untoward incidents such as suicide ideation, alleged child abuse and/or neglect, threats of planned violence, etc.

MUST BE REPORTED TO THIS OFFICE IMMEDIATELY AT (718) 794-7200 PRESS #1 THEN CHOOSE OPTION #2.

Please sign one copy of this memo and keep the other for your file.

I have read and received a copy of this memo and understand that I will be held accountable for its contents.

Teacher's Name (Print)

Teacher's Signature

Date