



Information Technology High School
 21-16 44th Road
 Long Island City, NY 11101
Jean D. Woods-Powell, Principal
Phone: 718-937-4270 Fax: 718-937-5236

Asst. Principal Natalie Bousigard-Hyde
 Asst. Principal Adela Brudasca
 Asst. Principal Kenneth Ojeda
 Asst. Principal Elicia Rodriguez
 Asst. Principal Cherry Sambrano

REQUEST FOR FACE-TO-FACE LETTER

Directions: Please complete and allow up to 3 days for your request to be completed. You will be called once it is complete and then the parent or guardian that is named on this request must pick up the letter in person with their Photo ID.

Date of Request: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone # _____

Child's Name: _____ ID#: _____

Reason for Face to Face Letter: (Please circle one)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Housing | <input type="checkbox"/> Human Resources (Food Stamps) |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Medicaid | <input type="checkbox"/> IRS |

IRS (please indicate for which year) _____

If for any other reason, please indicate below:

Signature of Parent/Guardian: _____

** Once you have received a call informing you that your letter is ready, you can pick it up at the main office or in room 303 from 9:00 am to 12:00 pm. If you are unable to come at the allotted time, please call to make an appointment so that we can ensure you get everything you need in a timely manner.*

Thank you.