

BOARD OF EDUCATION
THE CITY OF NEW YORK
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
100 LIVINGSTON STREET
BROOKLYN 3, N. Y.

10/26/55

Richarda Rodden
285-8th Ave.
New York, N. Y.

Dear Sir (Madam):

You are hereby notified to report for duty at Community Center, Julia Richman H. S., Borough of Man. to serve as TE. ADULT EDUCATION on Monday _____ Tuesday X Wednesday X Thursday X Friday _____ evenings, beginning 10/4/55 at 6:45 P.M.

This assignment is subject to termination by the Superintendent of Schools for cause at any time.

If you are unable to accept this assignment, fill out and return at once the enclosed declination blank to the Division of Appointment and Record, Room 502, 100 Livingston Street, Brooklyn 3, N. Y.

Very truly yours,

WILLIAM JANSEN

Superintendent of Schools