

To: All Building Secretaries

From: Connie Jenkins-Buwa, Secretary
Special Services Department

Subject: SEMI (Special Education Medicaid Initiative)

Date: August 14, 2006

The Special Services Department needs your assistance. We are asking all main office secretaries to make certain that each of their special needs teachers either receive the attached SEMI letter in their mail boxes for distribution to students, or to make sure that the letter is included in any information packets which students will receive during homeroom during the first day of school.

Once students return the signed forms to their teachers, the teachers are to bring them to you in the main office. This should be done daily. When you receive these forms, please place them in an inter-office envelope and forward them to my attention:

Ms. Connie Jenkins-Buwa
Special Services Department

Thanking you in advance for your cooperation in this initiative. Please contact me if you should have any questions or concerns. I can be reached at ext.5198.

c: Building Administrator