

Paperwork & Mailing Reminders

- We have over 350 students, organized by school district. To ensure that your paperwork is properly accounted for and filed, PLEASE put the following information on every piece of paperwork that you mail, email or fax:
 - Your child's name, grade, address, phone number
 - Name of school district where you reside
 - Parent or guardian's name and email
 - Type of paperwork: Letter of Intent, IHIP, First Quarterly Report, etc.
- You are responsible for keeping copies of ALL paperwork sent to this office.
- If you email your documents please submit documents as MS Word or PDF.
- If your paperwork will be late, call 315.431.8564 or email me at alawrence@ocmboces.org.
- **Mailing Address:**

Amanda Lawrence
Home Instruction Liaison
PO Box 4754
Syracuse, NY 13221
- **In Person:**

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Liverpool, NY 13088
- Email: alawrence@ocmboces.org
- Phone: 315.431.8564
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