

# NYSP AGENCY SCHEDULE FORM

This course is **OPEN to the general public**

CODE #: 18/\_\_\_\_\_ AGENCY NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

AGENCY PHONE:\_(\_\_\_\_)\_\_\_\_\_ AGENCY FAX:\_(\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

**THE NYS DEPT. OF MOTOR VEHICLES AND NYSP REQUIRES MORE THAN 30 DAYS ADVANCE NOTICE ON ALL CLASSES.  
INCOMPLETE SCHEDULE FORMS MAY RESULT IN THIS FORM BEING RETURNED TO YOU AND DELAYS IN TIMELY REPORTING**

| COUNTY | CITY | CLASSROOM ADDRESS AND ZIP CODE | CLASS DATE (S) | DAY(S) OF WEEK | TIMES OF CLASS | INSTRUCTOR (Full Name) | WHEEL CHAIR ACCESSIBLE (PLEASE CHECK) |
|--------|------|--------------------------------|----------------|----------------|----------------|------------------------|---------------------------------------|
|        |      | ZIP _____                      | -----          |                | From:<br>To:   |                        |                                       |
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THESE CLASSES ARE OFFERED IN THIS LANGUAGE (OTHER THAN ENGLISH) \_\_\_\_\_, (PLEASE CHECK BOX).  
**STUDY GUIDES MUST BE ORDERED AT LEAST 2 WEEKS IN ADVANCE OF YOUR NEXT SCHEDULED CLASS**

WE ENCOURAGE YOU TO SCHEDULE YOUR CLASSES UP TO ONE YEAR IN ADVANCE BY FAX (718) 748-5433 OR MAIL TO NYSP, 8302 FIFTH AVENUE, BROOKLYN, NY 11209

**\*PLEASE NOTIFY NYSP BY FAX OR MAIL IF CLASSES ARE CANCELLED OR POSTPONED\***