

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF ADULT CAREER & CONTINUING EDUCATION SERVICES
Bureau of Proprietary School Supervision

To: Licensed Private Career and ESL Schools **Date:** April 28, 2016
From: Ruth Singer, Supervisor, Education Programs
Subject: Field Associate Departure

Effective today, BPSS Field Associate, Matthew Couch, is no longer working at BPSS and has assumed a new position outside of the Department. We wish him well and thank him for his service to the NYSED over the past 11 years.

In the meantime, I will cover his schools until a new field associate can be hired. Ms. Kathleen Lucey will be assisting me in the review and approval of documents submitted by schools that were assigned to Matthew Couch. Please send an email to me or Ms. Lucey if you upload any documents into the web-based system for review and approval.

Contact information for all staff can be found on the BPSS staff directory page:
<http://www.acces.nysed.gov/bpss/staff> .

Thank you.