



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF SPECIAL EDUCATION

Related Services Department
Administrative Offices: 333 S. Beaudry Avenue, 16th Floor · Los Angeles, CA 90017
Telephone: (213) 241-3325 · Fax: (213) 241-8437

RAMON C. CORTINES
Superintendent of Schools

DONNALYN JAQUE-ANTON
Associate Superintendent

DEBORAH RUBENACKER
Director

Name of Occupational Therapist Applicant

Social Security Number

To the Evaluator:

The person named above is applying for employment as an Occupational Therapist with the Los Angeles Unified School District and has given your name as a reference.

Your reference and recommendation, for a possible contract, will provide information which will assist us in our effort to make an equitable assessment of the candidate's personal qualifications and professional competence for employment. The completed reference form (attached) may be mailed directly to the Division of Special Education, Related Services Department, 333 S. Beaudry Avenue, 16th Floor, Los Angeles, CA, 90017, Attn: New OT Applicant.

If you chose to delegate this responsibility to a designee who has directly supervised the candidate, please indicate that you concur with the evaluation by co-signing the reference.

Your cooperation in assisting us in assessing this candidate's competency in the field for which s/he has applied is greatly appreciated. Should you have any questions or require additional information, you may call (213) 241-3325.

Sincerely,

Rosaura Sanchez, Specialist
Occupational Therapy, Physical Therapy, and Assistive Technology Program

RS
Attachment