



To: Chief School Administrators

Administrative Bulletin

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NYSTRS Seeks Contact Information for Principals

NYSTRS is building a database of public school principals and we need your help.

Please email us at mes@nystrs.state.ny.us with the following information for each of the principals in your district:

- Name;
- Office phone number;
- Fax number; and,
- Email address.

Be sure to identify – either in the Subject line of your email or within its body – your district. Also indicate that the information pertains to principals.

School principal contact information is currently provided to NYSTRS by a third party. Several employers have reported the information we receive from this third party is outdated. Creating this database should rectify the problem.

Thank you for your assistance in this matter. If you have any questions, please contact us at (800) 348-7298, Ext. 6220.

Administrative Bulletins dating from 2000 to the present are available on our Web site at www.nystrs.org. Select the Employers tab and visit the Administrative Bulletins page.