



**The Voice to Advocate • Support • Educate**  
**Massachusetts**  
**Administrators of Special Education**



*An Affiliate of CASE/CEC*

Dear ASE,

I am retiring during this calendar year- 2016. As a current 2016-2017 ASE Member, I wish to be acknowledged by ASE at the ASE June 6, 2016 Statewide Conference regarding my retirement. I understand my permission and signature is needed received at ASE (by May 27, 2016 and that permissions received after May 27, 2016 will not be able to be acknowledged) for ASE to make this acknowledgment on June 6, 2016. Please accept this letter, signed below, granting permission to ASE to announce my retirement at the ASE June 6, 2016 Statewide Conference.

Sincerely,

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Print Name

School District: \_\_\_\_\_

Title: Number of Years in Special Education Administration \_\_\_\_\_

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Signature

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Date

Fax to ASE @ 781-742-7278 or Email to ASE @ [contactase@asepage.org](mailto:contactase@asepage.org)