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Order Period for Administrative Forms

The final ordering period for administrative forms for this school year runs **from March 2 through March 27, 2009**. However, the closing date is tentative and subject to change. Therefore, schools are advised to order early in March. All orders placed during this period will be delivered by **mid-May 2009**. The new ordering period for SY 2009-2010 will begin in **June 2009**.

Please be sure to order any required quantities of ***Intermediate/Middle School Diplomas*** and ***Student Employment Certificates (working papers)*** during this upcoming ordering period to ensure receipt prior to school closing.

You can access many forms online at <http://dfoforms.nycenet.edu/forms>. For additional information, contact the Division of Financial Operations' Special Projects Unit at (718) 935-3304 or specialprojects@schools.nyc.gov.