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Principal's Online Per Session Activity Approval Requests Process

An **Online Per Session Activity Approval Request Process** has been developed by the Division of Financial Operations (DFO) in conjunction with the Integrated Service Centers (ISCs). This "process", effective July 2, 2007, will be available via the FAMIS Portal ([click here](#)).

The *Per Session Activity Online Screen* (presently for school based programs only) will allow a principal to request approval to perform a per session activity. Once required information is inputted and submitted, it will be automatically emailed to the respective community superintendent for approval. If a request requires a waiver approval, it will be electronically sent to the Division of Human Resources (DHR) for appropriate action.

Please note that all principal per session activities are capped at 400 hours.

Please direct any questions to:

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