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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) and the Division of Instructional and Information Technology (DIIT). This "process", became effective July 2, 2007, and is available via the FAMIS Portal.

The [Principal Per Session Activity Approval Request 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.

**Important Note:** Please be advised that Principals must request approval from their Community Superintendent **prior** to performing a per session activity. Any deviation from this online process could result in delayed payment for services rendered.

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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