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Deadline to Order Additional Administrative Forms for Current School Year

The final ordering period for administrative forms for the 2007-08 school year runs from **February 29 through March 31**. All orders placed during this period will be delivered by May 31. Please be sure to order **Junior High/Middle School Diplomas** and **Employment Certificates** (working papers) during this period in order to receive them in time for a June distribution. The next ordering period for the new school year 2008-09 will be in June for a September delivery.

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