



THE FOLLOWING ARTICLE PUBLISHED BY THE
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REVISION TO SOP CHAPTER ON “UTILIZATION OF CONSULTANTS”

This article is intended to advise principals and other school based personnel of the issuance of a revised chapter to the Department of Education’s Standard Operating Procedures (SOPs) on “**Utilization of Consultants**” dated May 2006. Regional Superintendents, Regional Operations Center Directors Central Headquarters – Heads of Offices/Directors/Executive Directors and SPYFSS Directors were also advised of the issuance of this chapter via an e-mail containing memorandum #3-06 (dated May 8, 2006) detailing the specifics of the chapter.

This update supersedes all existing chapters on this topic.

The Division of Financial Operations (DFO), who is responsible for the distribution of SOP chapters, will no longer issue hardcopies, but instead will place the revised chapter onto its website so that staff may download and print the chapter for placement into the existing manual or refer to it online as needed.

You may access the cover memorandum for this chapter (# 3-06), the entire chapter or other SOP chapters by visiting the following website of (DFO) and clicking on “Standard Operating Procedures (SOP)” (left side of page).

<http://www.nycenet.edu/Offices/DFO/default.htm>

You may go directly to the cover memo # 3-06 or the revised chapter by clicking on the following sites:

Cover Memo:

http://www.nycenet.edu/NR/rdonlyres/288203CE-721A-4ED4-81D0-09AAF65085C2/0/sopconsultchaptermemo3_02.pdf

Revised Chapter:

<http://www.nycenet.edu/NR/rdonlyres/8D72B47A-A875-4831-8688-8A12D698E1C3/0/sopconsultchapter.pdf>

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