



The Following Article
Published by:
The Division of Financial Operations



Appeared in the
September 9, 2008
Edition of the Principal's Weekly Newsletter

Web casts for the Online Principal Per Session Activity Request Application System

As the new school year is upon us, a comprehensive review of the online principal per session application will be presented in web casts throughout the beginning of the school year. The online application allows functionality for submitting a request for a per session activity. The system enables a principal to track status of submitted requests and modify pending and approved requests. When a principal submits or modifies a request, an e-mail notification is automatically sent to the appropriate superintendent for approval. Please note that all principal per session activities are currently capped at 400 hours. A waiver is automatically generated by the system if the total number of hours requested exceeds the cap. Once DHR approves the waiver, an e-mail notification will be sent to the appropriate superintendent for approval.

The Division of Financial Operations will host the following web casts:

Tuesday, September 16th at 10 a.m
Thursday, September 18th at 3 p.m.
Wednesday, September 24th at 3 p.m.

To register in advance of any of these sessions, visit <http://www.learningtimes.net/dfopersession>

Please contact Richard Benvisto at 718-935-3039 or RBenvis@schools.nyc.gov with any questions.