



The Division of Financial Operations
Has Published the Following Article in the
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The Principal's Weekly Newsletter



**Submit Certification Form for Full-Time Regular Substitute & ROTC
Instructors Eligible for Teacher's Choice Allocation**
All schools / Deadline: October 8

Individuals who are full-time regular Substitute Teachers with an EIS notation of '5BA' who have been covering a regular classroom assignment on a full-time basis since **September 7, 2010** or who are a ROTC Instructor are eligible to receive a 2010-11 Teacher's Choice allocation.

If you have any individuals who are eligible, please complete the certification form available at <http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFSBO/BusinessAdministration/KeyDocuments/Teachers+Choice.htm> so that an allocation may be issued. Please return the form to the Division of Financial Systems and Business Operations' Special Projects Unit by fax to (718) 935-2165 or by E-mail to specialprojects@schools.nyc.gov by **Friday, October 8, 2010 for inclusion in the December distribution.**

For additional information, contact the Special Projects Unit at (718) 935-3304 or specialprojects@schools.nyc.gov.