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**Deadline to Order Administrative Forms for the Next School Year  
(2007-2008)**

The first ordering period for administrative forms for the new 2007-2008 school year runs from **June 1 through June 30**. All orders placed during this period will be delivered by September 1, 2007. Please remember to order attendance cards now for this fall.

The next ordering period will be August 15, 2007 through September 15, 2007 for delivery by November 15, 2007. You can get instant access to many forms online anytime at <http://dfiforms.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](mailto:specialprojects@schools.nyc.gov).