

## **INSTRUCTIONS**

### **EXTENSIONS**

The following procedures should be observed if it becomes necessary to amend your contract's **end date** after it is approved:

1. **Amendments to Extend the Ending Date of the Contract.** Submit to the Special Legislative Projects Unit, State Education Department, 89 Washington Avenue, Room 136 EB, Albany, NY 12234 a letter requesting the extension. The letter should include the **contract number**, the reason why the extension is requested, and the requested ending date.

Your letter must be from the same official who signed the formal contract.