

INSTRUCTIONS

EXTENSIONS

- 1.** Requests to extend the ending date of a project should be submitted via letter signed by the agency's Chief Administrator. It should:
 - a.** specify the new requested ending date.
 - b.** include the reasons why your agency wishes to extend the project.
 - c.** reference the **Project Number** and **Tracking Number**.
- 2. Retain a photo copy of the letter for your files.**

PLEASE MAIL TO:

**New York State Education Department
Special Legislative Projects
89 Washington Avenue – Room 136 EB
Albany, NY 12234**