Request Form to Change Program Dates on the STAC Online (EFRT) System

Program dates can be updated online until the June 17th prior to the start of the school year.

Scan and email completed forms to OMSSTAC@nysed.gov.

AGENCY REQUESTING PROGRAM DATE CHANGES	
Agency Name:	SED (BEDS) Code:

(ONLY DATE CHANGES FOR PROGRAMS ASSOCIATED WITH YOUR AGENCY'S SED CODE WILL BE PROCESSED)

AGENCY TYPE	SCHOOL YEAR
☐ Public School District ☐ County ☐ BOCES Public Education Provider ☐ SED-Approved Private Education Provider ☐ Public Special Act School District	■ Apply program date changes to the following school year: SY ____ – ____

To identify Program Codes and Existing Program Dates: Use the DQPRG query screen within EFRT.

PROGRAM CODE	EXISTING PROGRAM DATES ON EFRT		REQUESTED PROGRAM DATES	
	BEGIN	END	BEGIN	END
–				
–				
–				
–				
–				
–				
–				
–				

NOTES: More programs? Multiple forms may be submitted together in a single fax.
Dates for SEIT and Incarcerated Youth programs default to full months and cannot be changed. Program codes can be found using the DQPRG screen in the EFRT Presentation Client.

PERSON COMPLETING THIS FORM		
My agency has authorized me to submit program dates and the dates I have provided above are accurate.		
Signature	Title	Date
Print Name:	Email	Telephone ( ) –

SED USE ONLY: ***Processed by:*** _____ ***Initial:*** _____ ***Date:*** ___/___/____