



**Department of  
Education**

Joel I. Klein, Chancellor

**TO:** Senior Leadership Team, School Support Organizations, Community Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Integrated Service Center Executive Directors, Principals

**FROM:** Kathleen Grimm  
Deputy Chancellor for Finance and Administration

**SUBJECT:** June 2009 Clerical Shortened Days for Elementary and Intermediate/Junior High School Students

**DATE:** August 5, 2008

---

The Chancellor authorizes the early dismissal of elementary and intermediate/ junior high school students (including full time prekindergarten students in public schools) on not more than two afternoons during the month of June to allow staff time to complete the various tasks related to the annual reorganization of schools. The following Clerical Shortened Days are to be scheduled on a citywide basis in elementary and intermediate/junior high schools:

- **First June Clerical Shortened Day**

Tuesday- June 9, 2009 ALL BOROUGHES

- **Second June Clerical Shortened Day**

Monday- June 15, 2009 ALL BOROUGHES

There can be no deviation from these dates.

## 2. **WHEN TO RELEASE STUDENTS**

Dismissal of students should occur three hours prior to what would have been the regular dismissal time on the day in question at each individual school.

Schools should ensure that on both clerical shortened days students are scheduled for a minimum of 3 hours of instruction, exclusive of lunch and of the extra session of 37.5 minutes for targeted students.

## 3. **SCHEDULE FOR HALF DAY PREKINDERGARTEN PROGRAMS AT PUBLIC SCHOOL SITES**

The approach will be similar to prior years. On Tuesday, June 9, 2009, the A.M. program pupils should attend the morning session; with the P.M. program pupils not scheduled to attend school on that day. On Monday, June 15, 2009, the P.M. program pupils should attend the morning session; with the A.M. program pupils not scheduled to attend school on that day. The June 9 and June 15 morning sessions should be equal in length. (Contracted Universal Prekindergarten Programs at Community Based Organization sites, whether full time or part time, should adhere to the calendars they submitted in accordance with the terms of their contract.)

## 4. **ADDITIONAL CONSIDERATIONS**

Principals should plan end of term clerical administrative assignments in a manner that ensures that maximum productive use is made of this time. Appropriate arrangements are to be made for changes in transportation and lunch schedules, and for informing parents.

For questions pertaining to pupil transportation, schools should call 718-482-3800.

For questions on reporting the releases and on Period Attendance Report (PAR) issues, Pupil Accounting Secretaries/attendance staff should contact their liaison in the PAR Unit.

Please address any other questions you may have to [calendars@schools.nyc.gov](mailto:calendars@schools.nyc.gov).  
Thank you for your cooperation.