



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, Chancellor

OFFICE OF THE CHANCELLOR
52 Chambers Street - New York, NY 10007

MEMORANDUM

TO: Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, Directors of Student Placement, Youth and Family Services, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of all Day Schools
FROM: LaVerne Evans Srinivasan, Deputy Chancellor for Operations
SUBJECT: School Year 2003-2004 Attendance Calendar, Schedule of Attendance Periods, and Notes on Reporting for Purposes of the PAR
DATE: August 22, 2003

The above cited attendance calendar, attendance period schedule, and notes on reporting for purposes of the PAR are attached for your use. Principals, Pupil Accounting Secretaries and school attendance personnel should refer to them throughout the 2003-2004 school year for attendance reporting purposes.

- (1) The ATTENDANCE CALENDAR (Attachment 1) is based on the maximum number of days that schools can schedule students for attendance or Regents examinations. The number of days differs from the school year calendar for 2003-2004 since that calendar also refers to aidable days. Since the Calendar of Holy Days is automatically reported on the PAR by ATS, that calendar is not attached. In accordance with New York City Department of Education policies, full day absences resulting from documented religious obligation should be annotated in ATS with Reason Code # 5.
(2) The SCHEDULE OF ATTENDANCE PERIODS (Attachment 2) lists the due dates for electronic signoff of the PAR.
(3) The NOTES ON REPORTING FOR PURPOSES OF THE PAR (Attachment 3) should serve as a guide throughout the year.

For questions, please contact the Office of Attendance at (212) 374-6095. Thank you for your cooperation.

Attachments

LES: dc

- c: Joel I. Klein
Diana Lam
Kathleen Grimm
Michelle Cahill
Lester Young
Joanne Joyner-Wells
Lilian Garelick
Ed Finnegan
Linda Fisher
Mel Bernhardt
Julie Horowitz
Daniel Carponcy

STUDENT ATTENDANCE CALENDAR

ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS  
2003-2004 SCHOOL YEAR

MAXIMUM DAYS STUDENTS CAN BE SCHEDULED FOR ATTENDANCE (INCLUDES HALF DAYS) OR FOR REGENTS EXAMINATIONS	STUDENT HOLIDAYS AND OTHER STUDENT NON ATTENDANCE DAYS DURING THE 2003-2004 SCHOOL YEAR																																		
<p>2003 September (17) M T W TH F 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30</p> <p>October (21) M T W TH F -- 7 8 9 10 -- 14 15 16 17 20 21 22 23 24 27 28 29 30 31</p> <p>November (16) M T W TH F 3 -- 5 6 7 10 -- 12 13 14 17 18 19 20 21 24 25 26 -- --</p> <p>December (17) M T W TH F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 -- -- -- -- -- --</p> <p>2004 January (19) (18 HS)* June (19) (18)** M T W TH F M T W TH F -- -- 1 2 3 4 5 6 7 8 9 7 8 9 10 11 12 13 14 15 16 14 15 16 17 18 -- 20 21 22 23 21 22 23 24#25 26 27 28 29 30</p>	<p><b>2003</b></p> <p>October 6 Yom Kippur</p> <p>October 13 Columbus Day</p> <p>November 4 Election Day</p> <p>November 11 Veterans Day</p> <p>November 27-28 Thanksgiving Recess</p> <p>December 24 - January 2 Winter Recess</p> <p><b>2004</b></p> <p>January 19 Martin Luther King, Jr. Day</p> <p>February 16-20 Mid-Winter Recess (including Washington's Birthday)</p> <p>April 5-13 Spring Recess</p> <p>May 31 Memorial Day</p> <p>June 10 Anniversary Day (Brooklyn and Queens only)**</p> <table border="1" data-bbox="711 1241 1572 1451"> <thead> <tr> <th></th> <th colspan="3">Manhattan, Bronx and Richmond</th> <th colspan="3">Brooklyn and Queens</th> </tr> <tr> <th></th> <th>ELE</th> <th>MS</th> <th>HS</th> <th>ELE</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td>Fall Term</td> <td>90</td> <td>90</td> <td>89*</td> <td>90</td> <td>90</td> <td>89*</td> </tr> <tr> <td>Spring Term</td> <td>92</td> <td>92</td> <td>91#</td> <td>**91</td> <td>**91</td> <td>**90#-</td> </tr> </tbody> </table> <p><b>TOTAL 182 182 180 181 181 179+</b></p>								Manhattan, Bronx and Richmond			Brooklyn and Queens				ELE	MS	HS	ELE	MS	HS	Fall Term	90	90	89*	90	90	89*	Spring Term	92	92	91#	**91	**91	**90#-
	Manhattan, Bronx and Richmond			Brooklyn and Queens																															
	ELE	MS	HS	ELE	MS	HS																													
Fall Term	90	90	89*	90	90	89*																													
Spring Term	92	92	91#	**91	**91	**90#-																													

All students report on Monday, September 8, 2003; the last day for students is Friday June 25, 2004.

\* No high school students are in attendance on January 30, 2004 (deduct one day for high schools only).

\*\* Schools in Brooklyn and Queens are closed on Anniversary Day, June 10, 2004 (deduct one day).

# In high schools with Regents Examinations scheduled, no high school students are in attendance on Thursday June 24, 2004 (Regents Rating Day)

+ When Chancellor Conference Days are added, this calendar meets the State Education Department requirement of 180 days.

SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2003-2004**ATTENDANCE PERIODS**

	<b>Period Begins</b>	<b>Period Ends</b>	<b>Maximum No of Days of Pupil Attendance/Regents</b>	<b>Weeks</b>	<b>Electronic signoff of prior month PAR by</b>
1.	Sep. 8, 2003	Sept.30, 2003	17	3	Oct. 8, 2003
2.	Oct. 1, 2003	Oct. 31, 2003	21	5	Nov. 10, 2003
3.	Nov. 3, 2003	Nov. 26, 2003	16	4	Dec. 5, 2003
4.	Dec. 1, 2003	Dec. 23, 2003	17	4	Jan. 9, 2004
5.	Jan. 5, 2004	Jan. 30, 2004	19 18 (HS)	4	Feb. 6, 2004
6.	Feb. 2, 2004	Feb. 27, 2004	15	3	March 5, 2004
7.	March 1, 2004	March 31, 2004	23	5	April 15, 2004
8.	April 1, 2004	April. 30, 2004	15	3	May 6, 2004
9.	May 3, 2004	May 28, 2004	20	4	June 3, 2004
10.	June 1, 2004	June 25, 2004	19 M-X-R 18 K-Q (see Att. 1 note on June 24 for HS)	4	June 30, 2004

NOTES ON REPORTING FOR PURPOSES OF THE PAR

- (1) Since Holy Days are automatically reported on the PAR by ATS, a Calendar of Holy Days is not attached. In accordance with Department of Education attendance policies, full day absences resulting from documented religious obligation should be annotated in ATS with Reason Code #5.
- (2) For purposes of the PAR, the following should be recorded as **NON**-instructional:
- (a) September 8 and 9, 2003, at the Kindergarten level only (includes grade code 319) are **NON**-instructional;
  - (b) January 30, 2004, at the High School level only is **NON**-instructional (unless a full day of instruction is scheduled for that day);
  - (c) All full and half day pre-kindergarten grades are **NON**-instructional when not in session;
  - (d) On the **FIRST June 2004 Clerical Half Day** (to be designated):
    - (i) The following are **NON**-instructional: All grades/levels in BROOKLYN and QUEENS elementary, middle, and special education schools;
    - (ii) The following are **NON**-instructional: Grades seven and above and secondary level Special Education grades in MANHATTAN, BRONX, and STATEN ISLAND elementary, middle and special education schools;
  - (e) On the **SECOND June 2004 Clerical Half Day** (to be designated):
    - (i) The following are **NON**-instructional IN ALL BOROUGHS : Grades seven and above and secondary level special education grades in elementary, middle and special education schools;
  - (f) Exceptions may pertain to sections (d) and (e) for schools scheduling **WELL OVER** 5 hours and thirty minutes of instruction **EACH** day of the week, **excluding** lunch; for questions on this specific matter, please contact Dan Carpony by e-mail at [dcarpon@nycboe.net](mailto:dcarpon@nycboe.net) or at (212) 374-5397;
  - (g) **REGENTS DAYS** are **NON**-instructional for grades scheduled for Regents examinations during January and June Regents days (use Release Code 43) and for grades scheduled for Regents Rating Day in June (also use Release Code 43), except if regular classroom instruction is scheduled during Regents days (in such cases the day(s) should be recorded as instructional).