



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHANCELLOR

52 Chambers Street, New York, New York 10007

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 2008 Clerical Shortened Days for Elementary and Intermediate/Junior High School Students

DATE: August 6, 2007

1. OVERVIEW

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.

2. JUNE 2008 CLERICAL SHORTENED DAY SCHEDULE

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

MONDAY - June 2, 2008 ALL BOROUGHS

- Second June Clerical Shortened Day

THURSDAY - June 12, 2008 ALL BOROUGHS

There can be no deviation from these dates.

3. 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.

4. SCHEDULE FOR HALF DAY PREKINDERGARTEN PROGRAMS AT PUBLIC SCHOOL SITES

The approach will be similar to prior years. On Monday June 2, 2008, 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 Thursday June 12, 2008, 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 2 and June 12 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 to the boroughs in accordance with the terms of their contract their Regions.)

5. 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.

Thank you for your cooperation.