



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, Senior Superintendent of Alternative High Schools and Programs, Chief Executives, Directors of Regional Operations Centers, Heads of Divisions and Offices, Principals of All Day Schools, UFT Chapter Leaders, UFT, CSA, and DC 37 District Representatives, and PTA/PA Presidents

FROM: LaVerne Srinivasan 
Deputy Chancellor for Operations

SUBJECT: Released Time Program for Religious Instruction: Schedule and Reporting Requirements for School Year 2004-2005

DATE: June 25, 2004

ABSTRACT

The schedule, reporting requirements and dates for the Released Time Program for Religious Instruction are issued each year. The following reflects the beginning and end dates of the Program, schedule exceptions, and the reporting dates for School Year 2004-2005.

1. Scheduled Start and End Dates and Exceptions

The opening date for the Released Time for Religious Instruction Program for the 2004-2005 school year is **Wednesday, September 22, 2004**. The Program is scheduled to continue on every Wednesday through **Wednesday June 22, 2005**, subject to the following exceptions.

1.1	September 22 & 29	Religious instruction programs for students of the Protestant faith start on October 6	No Released Time Program for students of the Protestant faith on September 22 and 29
1.2	November 24, 2004	Thanksgiving Eve (No Religious Instruction Program for students of the Roman Catholic and Protestant faiths)	No Released Time Program for students of the Roman Catholic and Protestant faiths
1.3	December 8, 2004	No religious instruction program for students of the Roman Catholic Faith	No Released Time Program for students of the Roman Catholic faith
1.4	December 29, 2004	Winter Recess	No Released Time since New York City Public Schools are closed
1.5	February 23, 2005	Mid-Winter Recess	No Released Time since New York City Public Schools are closed
1.6	March 23 & 30	No religious instruction program for students of the Roman Catholic faith	No Released Time Program for students of the Roman Catholic faith
1.7	April 27, 2005	Spring Recess	No Released Time since New York City Public Schools are closed

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|------|---------------|--|---|
| 1.8 | June 15, 2005 | Shortened School Day Scheduled in elementary and middle public schools | No Released Time Program (including high schools) because of the shortened school day in elementary and middle public schools |
| 1.9. | June 22, 2005 | No religious instruction program for students of the Roman Catholic and Protestant faith | No Released Time Program for students of the Roman Catholic and Protestant faith |

2. Reporting Dates

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| 2.1 | Wednesday, November 17, 2004 | <u>Released Time Program Report</u>
Heads of Schools are to submit to their Local Instructional Superintendent a report indicating the number of pupils participating in the Released Time Program as of Wednesday, November 3, 2004. Heads of Special Education Schools and Alternative High Schools and Programs are to submit the report to their respective Superintendents. |
| 2.2 | Wednesday, December 1, 2004 | <u>Released Time Summary Report</u>
Regional Superintendents, the Superintendent of District 75 and the Superintendent of Alternative High Schools and Programs should have the information summarized on the attached Summary Report format, to be submitted to Doreen DeMartini (Office of Community School District Affairs). |
| 2.3 | Wednesday, May 11, 2005 | <u>Released Time Program Report</u>
Heads of Schools are to submit to their Local Instructional Superintendent a report indicating the number of pupils participating in the Released Time Program as of Wednesday, April 20, 2005. Heads of Special Education Schools and Alternative High Schools and Programs are to submit the report to their respective Superintendents. |
| 2.4 | Friday, May 20, 2005 | <u>Released Time Summary Report</u>
Regional Superintendents, the Superintendent of District 75 and the Superintendent of Alternative High Schools and Programs should have the information summarized on the attached Summary Report format, to be submitted to Doreen DeMartini (Office of Community School District Affairs). |

3. Additional Information

Guidelines for the Released Time Program for Religious Instruction are included in Regulation of the Chancellor, No. A-630. For additional information, please contact the Office of Community School District Affairs, by e-mail addressed to Doreen DeMartini at ddemart@nycboe.net, or by telephone (212-374-5462).

Attachment to Memorandum on the Schedule for the Released Time Program for 2004-2005 Deputy Chancellor for Operations

Date _____

TO: OFFICE OF COMMUNITY SCHOOL DISTRICT AFFAIRS
ATT Doreen DeMartini at ddemart@nycboe.net
or at (212) 374-5462 or by fax at (212) 374-5569

FROM: _____
Name of Superintendent/Region

SUBJECT: **SUMMARY REPORT OF ALL PUPILS PARTICIPATING IN RELEASED TIME PROGRAM FOR RELIGIOUS INSTRUCTION AS OF _____**

The information below is being submitted in accordance with the instructions in Section 2 of the Memorandum on the Schedule for the Released Time Program for 2004-2005.

- 1. Elementary Schools _____
- 2. Junior High and Intermediate Schools _____
- 3. Academic/Comprehensive Schools _____
- 4. Vocational Schools _____
- 5. Alternative High Schools _____
- 6. Special Schools (District 75) _____

TOTAL _____

For questions or to submit this form please contact Doreen DeMartini at ddemart@nycboe.net or by telephone at (212) 374-5462 or by fax at (212) 374-5569