



**Department of
Education**

Dennis M. Walcott, Chancellor

June 2013 Clerical Shortened Day for Elementary and Intermediate/Junior High School Students January, 28, 2013

The Chancellor authorizes the early dismissal of elementary and intermediate/ junior high school students (including full time prekindergarten students in public schools) on one afternoon 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 Day is to be scheduled on a citywide basis in elementary and intermediate/junior high schools:

- **June Clerical Shortened Day**

Monday June 10, 2013 ALL BOROUGHS

There can be no deviation from this date.

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 the clerical shortened day 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

On Monday, June 10, 2013, the P.M. program pupils should attend the morning session; with the A.M. program pupils not scheduled to attend school on that day.

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. The Office of Pupil Transportation (OPT) will notify the bus companies of the shortened day pickups. OPT does not need to be contacted in regard to this, however, it is recommended that schools confirm with the bus drivers a few days before the scheduled clerical shortened day. Appropriate arrangements are to be made for lunch schedules and for informing parents.

For questions pertaining to pupil transportation, contact your CFN Transportation Liaison or call OPT at 718-392-8855.

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.