

**MEMORANDUM**

TO: Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent of Alternative High Schools and Programs, 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 Evans Srinivasan   
Deputy Chancellor For Operations

SUBJECT: Released Time Program For Religious Instruction: Schedule And Reporting Requirements For School Year 2003-2004

DATE: August 22, 2003

**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 2003-2004.

1. **Scheduled Start and End Dates and Exceptions**

The opening date for the Released Time for Religious Instruction Program for the 2003-2004 school year is **Wednesday, September 17, 2003**. The Program is scheduled to continue on every Wednesday through **Wednesday June 23, 2004**, subject to the following exceptions.

- |     |   |  |   |
|-----|---|--|---|
| 1.1 | September 17, 2003<br>September 24, 2003<br>October 1, 2003 | Religious Instruction Programs for students of the Protestant faith have not yet started                     | No Released Time Program for students of the Protestant faith                     |
| 1.2 | November 26, 2003   | 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 24, 2003 and December 31, 2003                     | Winter Recess  | No Released Time since New York City Public Schools are closed                    |
| 1.4 | February 18, 2004   | Mid-Winter Recess  | No Released Time since New York City Public Schools are closed                    |
| 1.5 | March 17, 2004  | No Religious Instruction Program for students of the Roman Catholic faith (Feast of St. Patrick)             | No Released Time Program for students of the Roman Catholic faith                 |

- |     |                |  |  |
|-----|----------------|--|--|
| 1.6 | April 7, 2004  | Spring Recess  | No Released Time since New York City Public Schools are closed                           |
| 1.7 | April 14, 2004 | No Religious Instruction Program for students of the Roman Catholic and Protestant faiths (Non-public school Recess) | No Released Time Program for students of the Roman Catholic and Protestant faiths        |
| 1.8 | June 16, 2004  | Religious Instruction Program no longer in session for students of the Roman Catholic and Protestant faiths          | Released Time Program has ended for students of the Roman Catholic and Protestant faiths |
| 1.9 | June 23, 2004  | Last Wednesday of the school year  | Last day for the Released Time Program   |

## 2. **Reporting Dates**

- 2.1 Wednesday, November 19, 2003 **Released Time Program Report**  
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 5, 2003. Heads of Special Education Schools and Alternative High Schools and Programs are to submit the report to their respective Superintendents.
- 2.2 Wednesday, December 3, 2003 **Released Time Summary Report**  
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 12, 2004 **Released Time Program Report**  
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 28, 2004. Heads of Special Education Schools and Alternative High Schools and Programs are to submit the report to their respective Superintendents.
- 2.4 Friday, May 21, 2004 **Released Time Summary Report**  
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

# Attachment to Memorandum on the Schedule for the Released Time Program for 2003-2004 Deputy Chancellor for Operations

Date

TO: OFFICE OF COMMUNITY SCHOOL DISTRICT AFFAIRS  
ATT Doreen DeMartini

FROM: \_\_\_\_\_  
Name of Superintendent/Region or District

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 2003-2004.

- 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, contact Doreen DeMartini at [ddemart@nycboe.net](mailto:ddemart@nycboe.net) or at (212) 374-5462