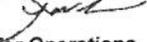




THE NEW YORK CITY DEPARTMENT OF EDUCATION  
JOEL I. KLEIN, *Chancellor*

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

TO: Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Senior Superintendent Of Alternative High Schools And Programs, Chief Academic Officer for New Schools, Directors of Regional Operations Centers, Directors of Student Placement, Youth and Family Support Services, Heads of Divisions and Offices, Principals of All Day Schools

FROM: LaVerne Srinivasan   
Deputy Chancellor for Operations

SUBJECT: June 2006 Clerical Shortened Days for Elementary and Intermediate/Junior High School Students

DATE: August 17, 2005

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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 2006 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**

TUESDAY - June 6, 2006 ALL BOROUGHS

• **Second June Clerical Shortened Day**

MONDAY - June 12, 2006 ALL BOROUGHS

There can be no deviation from these dates because of the impact on pupil transportation.

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.

4. **HALF DAY PREKINDERGARTEN PROGRAMS AT PUBLIC SCHOOL SITES**

The approach will be similar to prior years. On Tuesday June 6, 2006, 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 Monday June 12, 2006, 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 6 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 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. In the case of programs operating preschool special education classes, staff should contact the New York City Department of Transportation to ensure that bus schedules reflect the revised hours of operation, as appropriate.

Thank you for your cooperation.

LES:dc

c: Joel I. Klein  
Carmen Fariña  
Kathleen Grimm  
Michele Cahill  
Julie Horowitz  
Katie Brumberger  
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