



BOARD OF EDUCATION OF THE CITY OF NEW YORK

HAROLD O. LEVY, Chancellor

OFFICE OF THE CHANCELLOR
110 LIVINGSTON STREET - BROOKLYN, NY 11201

MEMORANDUM

August 23, 2001

TO: ALL SUPERINTENDENTS, DEPUTY CHANCELLORS, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS, HEADS OF OFFICES, PRINCIPALS OF ALL DAY SCHOOLS, UFT AND CSA DISTRICT REPRESENTATIVES

FROM: Burton Sacks, Chief Executive
Community School District Affairs, Monitoring and Municipal Relations

RE: School Year 2001-2002 Student Attendance Calendar
Calendar of Holy Days
Schedule of Attendance Periods

The subject calendars and schedule are attached to this memorandum. Principals and Pupil Accounting Secretaries are asked to use them as a reference throughout the school year for attendance reporting procedures.

1. THE ATTACHED STUDENT ATTENDANCE CALENDAR is based upon the maximum number of days that schools are expected to be in session for students. The number of days differs from the Brief Calendar for the school year 2001-2002 as issued on February 28, 2001, since that calendar also refers to aidable days. The attached calendar also includes the recently scheduled citywide staff development day of October 19, 2001 (as specified in the August 20, 2001 memorandum of the Deputy Chancellor for Instruction to all superintendents).
2. THE ATTACHED CALENDAR OF HOLY DAYS (for student attendance purposes only) occur on regular school days. These days are not holidays on which schools are closed.

The register and attendance on Holy Days should be included on the Period Attendance Report (FORM PAR) in the aggregate register and attendance figures for the month; they should also be reported separately in the appropriate column(s) of the PAR Holy Day Section.

The attendance of pupils who are absent from school for religious observance should be marked on the appropriate attendance records in accordance with Office of Attendance instructions. Schools will use the appropriate reason codes for absences related to religious observance.

3. THE ATTACHED SCHEDULE OF ATTENDANCE PERIODS shows the Attendance Reporting Periods for the 2001-2002 school year. Please observe the Period Report due dates which appear on the schedule.

Questions relating to this memorandum should be referred to Alexander Katz, Office of Central Services and Financial Planning at (718) 935-3799.

BS:lp
Attachments

c: Harold O. Levy
Gary Bergman
Barbara Hartnig
Alexander Katz
Mel Bernhardt
Daniel Carponcy

BOARD OF EDUCATION OF THE CITY OF NEW YORK

STUDENT ATTENDANCE CALENDAR

ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS
2001-2002 SCHOOL YEAR

MAXIMUM CALENDAR OF DAYS ON WHICH SCHOOLS ARE SCHEDULED TO BE IN SESSION

2001					2002				
September (14) (15HS)*					February (15)				
M	T	W	TH	F	M	T	W	TH	F
		5*	6	7					1
10	11	12	13	14	4	5	6	7	8
17	--	--	20	21	11	12	13	14	15
24	25	26	--	28	--	--	--	--	--
					25	26	27	28	

October (21)					March (19)				
M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5					1
--	9	10	11	12	4	5	6	7	8
15	16	17	18	--	11	12	13	14	15
22	23	24	25	26	18	19	20	21	22
29	30	31			25	26	27	--	--

November (18)					April (17)				
M	T	W	TH	F	M	T	W	TH	F
			1	2	--	--	--	--	--
5	--	7	8	9	8	9	10	11	12
--	13	14	15	16	15	16	17	18	19
19	20	21	--	--	22	23	24	25	26
26	27	28	29	30	29	30			

December (15)					May (22)				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7			1	2	3
10	11	12	13	14	6	7	8	9	10
17	18	19	20	21	13	14	15	16	17
--	--	--	--	--	20	21	22	23	24
--					--	28	29	30	31

2002					2001				
January (21)(19HS)**					June (18) (17)***				
M	T	W	TH	F	M	T	W	TH	F
	--	2	3	4	3	4	5	6	7
7	8	9	10	11	10	11	12	13	14
14	15	16	17	18	17	18	19	20	21
--	22	23	24	25	24	25	26		
28	29	30	31						

STUDENT HOLIDAYS AND OTHER STUDENT NON-ATTENDANCE DAYS DURING THE 2001-2002 SCHOOL YEAR

2001		
Tu-Wed	September 18-19	Rosh Hashanah
Thurs.	September 27	Yom Kippur
Mon.	October 8	Columbus Day Observed
Fri.	October 19	Full Staff Development Day Citywide (no students)
Tues.	November 6	Election Day
Mon.	November 12	Veterans Day Observed
Th.-Fr.	November 22-23	Thanksgiving Recess
Mon.	December 24 -	
Tues.	January 1	Winter Recess
2002		
Mon.	January 21	Martin Luther King, Jr. Day
Mon.-Fri.	February 18-22	Midwinter Recess
Thurs.	March 28 -	
Fri.	April 5	Spring Recess (Including Passover and Good Friday)
Mon.	May 27	Memorial Day
Thurs.	June 6	Anniversary Day (B'klyn & Queens only)****

	Manhattan Bronx and Richmond			Brooklyn and Queens		
	ELE	M.S.	H.S.	ELE	M.S.	H.S.
Fall Term	89	89	88	89	89	88
Spring Term	91	91	91	90***	90***	90***
TOTALS****	180	180	179	179	179	178

* Only students in high schools report on September 5. All other students report on September 6.

** No High School students are in attendance on January 28 and January 29, 2002 (deduct two days for high schools only).

*** Schools in Brooklyn and Queens are closed June 6, 2002 (deduct one day for Brooklyn and Queens only).

**** The required minimum of 180 days is met when Superintendent Conference Days are counted as part of the school year.

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF MONITORING

CALENDAR OF HOLY DAYS OCCURRING DURING THE 2001-2002 SCHOOL YEAR*
(SCHOOLS IN SESSION)

Period #	# of Holy Days	Date of Holy Day	Attendance Name of Holy Day	Report For
1	1	Fri. September 14	Elevation of the Cross (Greek Orthodox)	September
2	6	Tu. October 2 Wed. October 3 Tu. October 9 Wed. October 10 Fri. October 26 Wed. October 31	Sukkot Sukkot Shmini Atzaret Simchat Torah Dusserah (Hindu) Reformation Day (Protestant)	October
3	4	Th. November 1 Wed. November 14 Fri. November 16 Fri. November 30	All Saints Day Diwali (Hindu) 1 st Day of Ramadan Birth of Guru Nanak (Sikh)	November
4	2	Mo. December 10 Mo. December 17	1 st Day of Chanukah Last Day of Chanukah 2 nd Day of Eid-ul-Fitr (Muslim)	December
5	2	Mo. January 7 Mo. January 14	Russian Orthodox Christmas Russian Orthodox New Year	January
6	4	Tu. February 12 Wed. February 13 Fri. February 15 Tu. February 26	Chinese/Korean/Vietnamese New Year Ash Wednesday Nirvana Day (Buddhist) Purim	February
7	3	Mo. March 18 Th. March 21 Mo. March 25	Lent Begins (East. Orthodox) Feast of Naw Ruz (Bahai) The Annunciation	March
8	2	Mo. April 8 Mo. April 29	Wesak (Birth of Buddha) 9 th Day of Ridvan (Bahai)	April
9	7	Th. May 2 Fri. May 3 Mo. May 6 Th. May 9 Fri. May 17 Th. May 23 Wed. May 29	Holy Thursday (Greek and Russian Orthodox) 12 th Day of Ridvan (Bahai) Holy Friday (Greek and Russian Orthodox) Easter Monday (Greek and Russian Orthodox) Feast of the Ascension 1 st Day of Shavuot Declaration of the Bab (Bahai) Ascension of Bahauallah (Bahai)	May
10	1	Th. June 13	Ascension (Greek and Russian Orthodox)	June

*For student attendance purposes only.

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SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2001-2002

Period	Begins	Ends	Maximum Number of Days of Pupil Attendance	Weeks	Period Report Due
1	Wed. September 5, 2001	Fri. September 28, 2001	15 (HS)*	4	Thurs. October 11, 2001
	Thurs. September 6, 2001	Fri. September 28, 2001	14 (non-HS)*	4	Thurs. October 11, 2001
2	Mon. October 1, 2001	Wed. October 31, 2001	21	5	Fri. November 9, 2001
3	Thurs. November 1, 2001	Fri. November 30, 2001	18	4	Mon. December 10, 2001
4	Mon. December 3, 2001	Fri. December 21, 2001	15	3	Wed. January 9, 2002
5	Wed. January 2, 2002	Thurs. January 31, 2002	19 (HS)**	5	Fri. February 8, 2002
			21 (non-HS)		
6	Fri. February 1, 2002	Thurs. February 28, 2002	15	3	Fri. March 8, 2002
7	Fri. March 1, 2002	Wed. March 27, 2002	19	4	Mon. April 15, 2002
8	Mon. April 8, 2002	Tues. April 30, 2002	17	3	Wed. May 8, 2002
9	Wed. May 1, 2002	Fri. May 31, 2002	22	5	Tues. June 11, 2002
10	Mon. June 3, 2002	Wed. June 26, 2002	18 M-X-R	4	Fri. June 28, 2002
			17 K-Q		

* High school students start on September 5, 2001. All other students start on September 6, 2001.

** No High School students are in attendance on January 28 and January 29, 2002 (deduct two days for High Schools only).