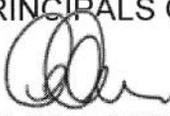


January 27, 2003

TO: ALL SUPERINTENDENTS, CHIEF EXECUTIVES, EXECUTIVE DIRECTORS,
HEADS OF OFFICES, PRINCIPALS OF ALL DAY SCHOOLS

FROM: ANTHONY SHORRIS 
DEPUTY CHANCELLOR FOR OPERATIONS AND PLANNING

SUBJECT: JUNE 2003 CLERICAL HALF DAYS

1. OVERVIEW

The Chancellor authorizes the early dismissal of elementary and intermediate/ junior high school students 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. With the school day having been extended this year, dismissal of students should occur three hours prior to the new regular dismissal time of each individual school.

2. JUNE 2003 CLERICAL HALF-DAY SCHEDULE

The following Clerical Half Days are to be scheduled on a citywide basis in elementary and intermediate/junior high schools:

- **First June Clerical Half Day**

TUESDAY - June 3, 2003 ALL BOROUGHES

- **Second June Clerical Half Day**

MONDAY - June 9, 2003 ALL BOROUGHES

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

3. 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.

Thank you for your cooperation.