



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

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

**Revised**  
**9-24-02**

MEMORANDUM

TO: All Superintendents, Executive Directors, Heads of Offices and Principals of All Day Schools

FROM: Burton Sacks, Chief Executive Office of External Relations 

SUBJECT: **Revised** School Year 2002-2003 Attendance Calendar, Notes on Reporting for Purposes of the PAR, Schedule of Attendance Periods

DATE: August 22, 2002

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The *revised* subject calendar, notes, and schedule are attached to this memorandum. Please replace the prior school attendance calendar with this *revised* school attendance calendar. Principals and Pupil Accounting Secretaries are asked to use them as a reference throughout the school year for attendance reporting purposes.

- (1) The ATTENDANCE CALENDAR (Attachment 1) is based on the maximum number of days that schools can schedule students for attendance. The number of days differs from the Brief Calendar for school year 2002-2003 since that calendar also refers to aidable days. Since the Calendar of Holy Days is automatically reported on the PAR by ATS, this year that calendar is not attached. In accordance with the New York City Department of Education policies, full day absences resulting from documented religious obligation should be annotated in ATS with Reason Code # 5. For questions, contact the District Attendance Supervisor. The *revised* school attendance calendar eliminates the September 27, 2002, staff development day for all schools and eliminates the December 13, 2002, staff development day for all schools except the 62 multi-session high schools. Therefore, schools will be in session for students on both days except on December 13, 2002, in the 62 multi-session high schools, and attendance should be taken accordingly. In the case of manual attendance cards, the September and December totals should be adjusted.
- (2) The NOTES ON REPORTING FOR PURPOSES OF THE PAR (Attachment 2) should be followed.
- (3) The SCHEDULE OF ATTENDANCE PERIODS (Attachment 3) shows the due dates for electronic signoff of the PAR.

Questions relating to this memorandum should be referred to the District Attendance Supervisor.

Attachments

BS:ad

c: Joel I. Klein  
Lilian Garelick  
Alexander Katz  
Mel Bernhardt

STUDENT ATTENDANCE CALENDAR

ELEMENTARY, INTERMEDIATE AND JUNIOR HIGH SCHOOLS, SPECIAL SCHOOLS, HIGH SCHOOLS  
2002-2003 SCHOOL YEAR

MAXIMUM DAYS STUDENTS CAN BE SCHEDULED FOR ATTENDANCE (INCLUDES HALF DAYS) OR FOR REGENTS EXAMINATIONS

STUDENT HOLIDAYS AND OTHER STUDENT NON ATTENDANCE DAYS DURING THE 2002-2003 SCHOOL YEAR

<u>2002</u>					<u>2003</u>				
<u>September (17)</u>					<u>February (15)</u>				
M	T	W	TH	F	M	T	W	TH	F
			5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
--	17	18	19	20	--	--	--	--	--
23	24	25	26	27	24	25	26	27	28
30									
<u>October (22)</u>					<u>March (21)</u>				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4	3	4	5	6	7
7	8	9	10	11	10	11	12	13	14
--	15	16	17	18	17	18	19	20	21
21	22	23	24	25	24	25	26	27	28
28	29	30	31		31				
<u>November (17)</u>					<u>April (15)</u>				
M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4
4	--	6	7	8	7	8	9	10	11
--	12	13	14	15	14	15	16	--	--
18	19	20	21	22	--	--	--	--	--
25	26	27	--	--	28	29	30		
<u>December (15)</u>					<u>May (21)</u>				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2
9	10	11	12	13*	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
--	--	--	--	--	19	20	21	22	23
--	--				--	27	28	29	30
<u>2003</u>									
<u>January (21) (20 HS)**</u>					<u>June (19) (18)***</u>				
M	T	W	TH	F	M	T	W	TH	F
		--	2	3	2	3	4	5	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17	16	17	18	19	20
--	21	22	23	24	23	24	25	26	
27	28	29	30	31					

<b><u>2002</u></b>	
September 16	Yom Kippur
October 14	Columbus Day
November 5	Election Day
November 11	Veterans Day
November 28-29	Thanksgiving Recess
December 13	Regular instructional day except for the 62 multi-session high schools (Staff development – No Students)
December 23 - January 1	Winter Recess
<b><u>2003</u></b>	
January 20	Martin Luther King, Jr. Day
February 17-21	Mid-Winter Recess (including Washington's Birthday)
April 17-25	Spring Recess
May 26	Memorial Day
June 5	Anniversary Day (Brooklyn and Queens only)***

	<u>Manhattan, Bronx and Richmond</u>			<u>Brooklyn and Queens</u>		
	ELE	MS	HS	ELE	MS	HS
Fall Term	92	92	91	92	92	91
Spring Term	91	91	91****	90	90	90****
<b>TOTAL</b>	<b>183</b>	<b>183</b>	<b>182</b>	<b>182</b>	<b>182</b>	<b>181</b>

All students report on Thursday, September 5, 2002.

\* December 13<sup>th</sup> is a regular instructional day except for the 62 multi-session high schools (staff development – deduct one day)

\*\* No high school students are in attendance on January 31, 2003 (deduct one day for high schools only).

\*\*\* Schools in Brooklyn and Queens are closed on Anniversary Day, June 5, 2003 (deduct one day).

\*\*\*\* In high schools with Regents Examinations scheduled, no high school students are in attendance on June 25, 2003 (Regents Rating Day - deduct one day - use Release Code 46 (Grade not in Session) for attendance-taking purposes).

ATTACHMENT 2

NOTES ON REPORTING FOR PURPOSES OF THE PAR

- (1) For purposes of the PAR, the following should be recorded as non-instructional:
- . September 5 and 6, 2002, at the Kindergarten level only;
  - . January 31, 2003, at the High School level only;
  - . On the first June clerical half day (to be designated), the following grades are to be recorded non-instructional:
    - . All grades/levels in Brooklyn and Queens elementary, middle, and Special education schools;
    - . Grades seven and above and secondary level Special Education grades in Manhattan, Bronx, and Staten Island elementary, middle and Special Education schools;
  - . On the second June clerical half day (to be designated):
    - . Grades seven and above in all elementary and middle schools;
    - . Secondary level Special Education grades in elementary, middle, and Special Education schools;
- (2) Since Holy Days are automatically reported on the PAR by ATS, this year the Calendar of Holy Days is not attached. In accordance with Board of Education attendance policies, full day absences resulting from documented religious obligation should be annotated in ATS with Reason Code #5. For questions, contact the District Attendance Supervisor.

NEW YORK CITY DEPARTMENT OF EDUCATION  
SCHEDULE OF ATTENDANCE PERIODS FOR THE SCHOOL YEAR 2002-2003

ATTENDANCE PERIODS		Maximum No. of Days of Pupil Attendance	Weeks	Electronic signoff of prior month PAR by
Period Begins	Period Ends			
1. Sept. 5, 2002	Sept.30, 2002	16	4	October 7, 2002
2. Oct. 1, 2002	Oct. 31, 2002	22	5	November 8, 2002
3. Nov. 1, 2002	Nov. 27, 2002	17	4	December 6, 2002
4. Dec. 2, 2002	Dec. 20, 2002	14	3	January 8, 2003
5. Jan. 2, 2003	Jan. 31, 2003	21	5	February 7, 2003
6. Feb. 3, 2003	Feb. 28, 2003	15	3	March 7, 2003
7. March 3, 2003	March 31, 2003	21	4	April 7, 2003
8. April 1, 2003	April 30, 2003	15	4	May 7, 2003
9. May 1, 2003	May 30, 2003	21	4	June 6, 2003
10. June 2, 2003	June 26, 2003	19 M-X-R 18 K-Q	4	June 26, 2003