

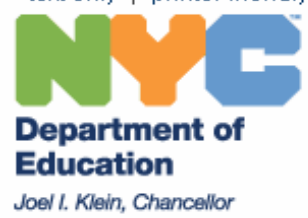


School Session Time Web Application (Calendar Change Requests)

PRINCIPAL'S REFERENCE GUIDE

LOG IN INSTRUCTIONS

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School Session Time Application (calendar change requests)

Any changes to the school calendars posted at <http://schools.nyc.gov/calendar> must be pre-approved. The review and approval approval process is needed to ensure that all State instructional time requirements (length of school day and year) and DOE contractual requirements (including school-based options and any staff issues) are being met. It is also to assure that parents have received sufficient advance notice, that certain overriding educational considerations are taken into account (e.g., meeting special education mandated services, avoiding conflicts with tests and other events, or the exclusion of instructional time to make up time), and that all support service schedules, including bus

Principals should submit the change request at least six weeks prior to the start of the school year to the School Session Time Web Application. This will ensure that parents receive notification at least 10 business days in advance. Principals and the appropriate support services (busing, etc) will be notified of any changes.

To submit change requests, please [click here](#)



Log in:
 In the user name field type in your domain (central\) followed by your Outlook ID.
 The password is the same as your Outlook password.

For log-in assistance please contact the helpdesk at (718) 935-5100 or access the self support web application at <http://servicecenter.nycenet.edu/selfsupport> to report an incident

GENERAL INFORMATION



Logged in
Vikas Nanda, Principal [Lo](#)

GENERAL INFORMATION FOR CALENDAR CHANGE/EARLY DISMISSAL REQUESTS

All calendar changes and early dismissals are submitted for review and approval to the Office of the Deputy Chancellor for Finance and Administration. To ensure the appropriate and timely processing of school changes, all requests involving early dismissals, requests to switch professional development and instructional days, and requests to add instructional days, should be formally submitted at least six weeks prior to the date of requested calendar change or early dismissal. This six-week process allows for a two-week review period and the requisite four-week period for parent notification.

The following section briefly outlines potential areas of impact for calendar changes and early dismissals. It should clarify the parameters in which approvals will be granted and should provide you with appropriate information on calendar issues.

Based on the information provided below, we will consult with the necessary offices such as, Revenue Operations, Pupil Transportation, Parent Engagement, Attendance, Legal Services, Testing, Special Education Initiatives, and Labor Relations to ensure that central administrative services can support scheduling changes.

Impact to State Aid

In general, most requests for calendar changes to accommodate PD days or to shorten school days can be accommodated without any impact to state aid, particularly when the number of affected days is minimal. Some general areas of consideration are as follows:

- 1) Number of "aidable" days must be at least 182. Because of reserve days, forfeiting an instructional day because of a requested calendar change may not necessarily mean that a school cannot meet the 182 day requirement.
- 2) Shortened days: Minimum daily requirements for hours are: 5 hours per day K-6 and 5 1/2 hours per day 7-12, exclusive of lunch and exclusive of the extra session of 37.5 minutes for targeted students.
- Minimum daily time requirements must be met for the school day to count as an aidable day. As noted above, in some cases shortened days can be accommodated by the loss of a reserve aidable day. It is also possible in some cases to ensure that an aidable day is not lost because of flexibility based on average weekly instructional time.
- 3) State and federal holidays, Saturdays, Sundays, and certain DOE scheduled holidays cannot be used to make up aidable days.

The information requested in the following form will help us to determine any potential impact to state aid and will allow us to work collaboratively to accommodate your overall instructional goals.

Additional information to consider:

Transportation

Do bus schedules need to be changed? If yes, our office will inquire as to whether buses are available.

Family Engagement

Families must be given adequate prior notice in order to make arrangements for the calendar change/early dismissal of their children (at least four weeks in advance, subsequent to the DOE approval). The school must meet the needs of any family that is not able to accommodate the change in schedule. Do you anticipate any parent issues/concerns? How will parents wishing to opt out of the calendar change(s) be accommodated?

Faculty Impact

Has the school faculty been consulted? Do you anticipate any faculty issues/concerns? If a School-Based Option (see below) is required, was it formally approved prior to requesting the calendar change?

Changing Parent-Teacher Conferences:

Note that central approval is **NOT** required for changing Evening Parent-Teacher conferences or for schools that include grades with more than one instructional level (elementary, middle, and high schools), if one of the citywide dates is selected.

School Based Option

In accordance with the UFT contract, schools must obtain School Based Options (SBOs) calendar changes. For example, calendar changes that affect the extra session of 37.5 minutes (e.g. configuring the 150 minutes per week in longer blocks of time over fewer days or moving the 37.5 minute sessions to the morning, before the start of the regular schedule) and single-session schools changing start times to before 8am or end times to after 3:45pm, require an SBO. SBOs must be approved by 55% of UFT-represented staff, the UFT chapter leader, the UFT District Representative and the UFT President. SBOs must also be approved by the Chancellor's Office. As part of our review, the Office of Labor Relations will be consulted to determine if an SBO is required. The SBO review process involving calendar changes typically takes place in the spring of the school year prior to the requested calendar change date (timeline and instructions announced in Principals' weekly), however, if you are requesting a calendar change for the current school year and have missed the SBO review deadline, please note that the Office of Labor Relations will continue to review requests past the deadline on a case-by-case basis.

After complete review of the instructions above, please click below to proceed to the Calendar Change Request Form. Please note that by proceeding you are acknowledging that you have read and understand the instructions above.

Click "I accept" to proceed and submit the change request



SUBMITTING A NEW REQUEST



List of Existing Submissions

There are currently no submissions

Select "Create New Submission" to complete a new change request

Logged in as:
Vikas Nanda, Principal [Log Out](#)

[Create New Submission](#)



SUBMITTING A REQUEST

The school information will be automatically populated when a Principal Logs into the School Session Time Application

Vikas Nanda, Principal [Log Out](#)

Location Code	10X141	School Name	Riverdale / Kingsbridge Academy (Middle School / High School 141)
Principal Name	Vikas Nanda	Email Address	vnanda@schools.nyc.gov
Phone Number		School Support Organization Type	ESO
Student Enrollment	1232	Network Team Leader	Young Jackcuelyn

Type of Change Requested

---Select---

- Select---
- Early dismissal
- Switching professional development and nstrucional days
- Changing date of Parent-Teacher conferences
- Adding instructional days
- Other

then please enter other's description

Characters: [0 of 2000]

Is this a School Under Registration Review (SURR)? Yes No

Is this a School In Need of Improvement (SINI)? Yes No

Only one type of request can be made per submission

Select all dates impacted by the change request and click "Select Dates."

To delete all selected days, click "Clear."

If you have selected other as Type Of Change requested, then please enter other's description

Characters: [0 of 2000]

Is this a School Under Registration Review (SURR)? Yes No

Is this a School In Need of Improvement (SINI)? Yes No

Date(s) of the requested Calendar Changes(s)/Early Dismissal

Select all dates that apply						
Jul	August 2008					Sep
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear Select Dates

SST-SUBMITTING A CALENDAR CHANGE REQUEST

Reason for Calendar Change/Early Dismissal

REQUIRED FIELD |

Characters: [15 of 2000]

On what date did parents approve of the calendar change at a formal PTA Meeting?

8/15/2008

How will parents wishing to opt out of the calendar change(s) be accommodated?

REQUIRED FIELD

Characters: [14 of 2000]

Does the plan include instructional make-up time to compensate for any reduction in instructional time?

REQUIRED FIELD

Characters: [15 of 2000]

Please enter the time using the format below:
8:00 am or AM (please include a space between the time and am/pm designation)

Note: Change request cannot be submitted or saved if an invalid time format is entered.

Has faculty been consulted and do they support the requested change? Yes No

If a School-Based Option is required, was it formally approved prior to requesting the calendar change? Yes No

Specific grades (including special education) involved in the Calendar Change/Early Dismissal:

06 07 08 09 10 11 12 SE

What are the start time and end time of your normal school day for students?

8:00 AM To 2:45 PM

Within that time, how many minutes are allotted for lunch? (A minimum of 30 minutes is required)

30

On each weekday, what are the start and end times of the 37.5 minute extra session for target students?

Monday	Start Time	End Time
Tuesday	Start Time	End Time
Wednesday	Start Time	End Time
Thursday	Start Time	End Time
Friday	Start Time	End Time

These fields are not required, however, if the information pertains to your school or type of change request, the information must be included

K-6 Requested dismissal time (if applicable): _____

Grades 7 and above requested dismissal time (if applicable): _____

Special Education requested dismissal time (if applicable): _____

Are there any specific bus runs that would be affected? Yes No

Would any missed mandated special education "related services" be made up? Yes No

Are you aware of any conflicts with set or planned tests? Yes No

Is the school currently working with support services to effectively implement the calendar change(s)? Yes No

Does the Principal understand that the school will be responsible for any additional costs? Yes No

