

# Calendar Change Request



*Instructions on how to complete the CCR  
web application*

## **PRINCIPAL'S REFERENCE GUIDE**

September 2014

# Introduction to the School Calendar

To ensure the appropriate and timely processing of calendar changes, all requests involving early dismissals, requests to switch instructional days with professional development days, and any other changes that would effect the weekly instructional time, should be formally submitted for Central approval.

The NYC DOE School Calendar meets the state requirement of 180 school days. A minimum of 2 reserve days above the state minimum are built into the calendar to protect against financial penalties that would be assessed by the state for falling below the minimum number of required school days. The state calculates “aidable” days based on a schools ability to meet certain instructional time requirements.

## State requirements:

- The **daily** instructional time requirement is **5 hours for grades K-6** and **5.5 hours for grades 7-12**. A day that falls below this requirement is considered a “shortened session”.
- The weekly instructional time requirement is **25 hours for grades K-6** and **27.5 for grades 7-12**.
- Schools can schedule up to **3 shortened sessions per semester** (Sept. – Jan.; Feb. – June) given that they are able to meet the weekly instructional time requirement. Holding a shortened session that would cause a school to fall below the minimum requirement, would produce a financial penalty.

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.

Based on the information provided in the application, the Office of School Support will consult with the necessary offices such as, Revenue Operations, Pupil Transportation, Family Engagement, Attendance, Legal Services, Testing, Special Education Initiatives, and Labor Relations to ensure that calendar change requests can be supported.

# Getting Started

## ❑ When is a Calendar Change Request required?

A CCR is required for proposed changes to the schedule that impact the instructional day. Most common examples are:

### ❖ Shortened sessions

- Any session that falls below the daily required minimum instructional time requirement, that is **5 hours for grades K-6** and **5.5 hours for grades 7-12** (*exclusive of lunch and extended time*).
- Schools can request up to 3 shortened sessions per semester.

### ❖ Full professional development days (non-attendance day)

- Eliminating a full instructional day for the purposes of professional development
- In case of snow days or other emergency school closings, previously granted requests for full professional development days may be rescinded to preserve instructional days.

### ❖ Changing Parent Teacher Conference dates

- Changes to the **afternoon** PTC require a SBO, parent approval, and **an approved CCR**.
- Changes to the **evening** PTC require a SBO and parent approval **but not a CCR**.
- Multilevel schools that combine PTCs on one citywide date do not need a CCR.

### ❖ Release of non-testing grades to accommodate Regents administration

- Middle school grades must submit a CCR and receive central approval if they need to release non-testing grades to help administrate Regents exams in their building.
- High Schools administering Regents **do not** need to submit a CCR to release grades 9 – 12.

# Getting Started

You can find the link to the Calendar Change Request webpage under the “Quick Links” tab in The Principals’ Portal, or by going to the following url:  
<http://schools.nyc.gov/Calendar/changerequests.htm>

## The Principals’ Portal

Accountability | School Support | Student Support & Family Services | Leadership Development

### Quick Links

- Principals’ Weekly
- Calendar Change Requests
- DOE Mail
- Employee Directory
- DOE Offices and Programs
- Chancellor’s Regulations
- Safety and Emergencies
- Translation Resources
- Help Desk

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search: [ ]

Parents and Families | Students | Employees | Community and Partners

DOE Home Page > Calendar

### Calendar

#### Calendar Change Request Application

#### Principal's Reference Guide

Any changes to the calendars posted at <http://schools.nyc.gov/calendar> (i.e. Parent Teacher Conference, early dismissals, etc) must be approved centrally.

**Calendar change requests cannot be considered during weeks with testing, shortened sessions, parent teacher conferences or other non-instructional days, as well as during the first week of school and/or the day after a 3 day weekend or citywide school recess.**

The review and 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, scheduling instructional make up time*), and that all support service schedules, including busing, can be appropriately adjusted. Principals, Network Leaders and the appropriate support services (busing, etc) will be notified when a decision is reached.

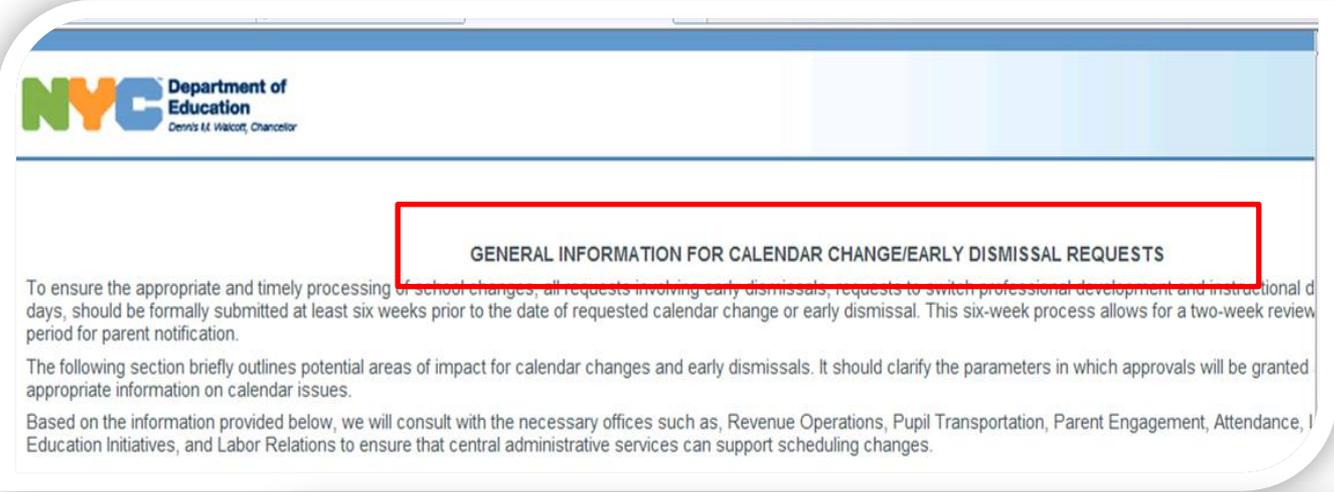
Principals should submit the change request at least 6 weeks prior to the first date affected, via the [Calendar Change Request Application](#). For more information please refer to the [School Year Calendar](#).

For assistance please email [SSTAdmin@schools.nyc.gov](mailto:SSTAdmin@schools.nyc.gov).

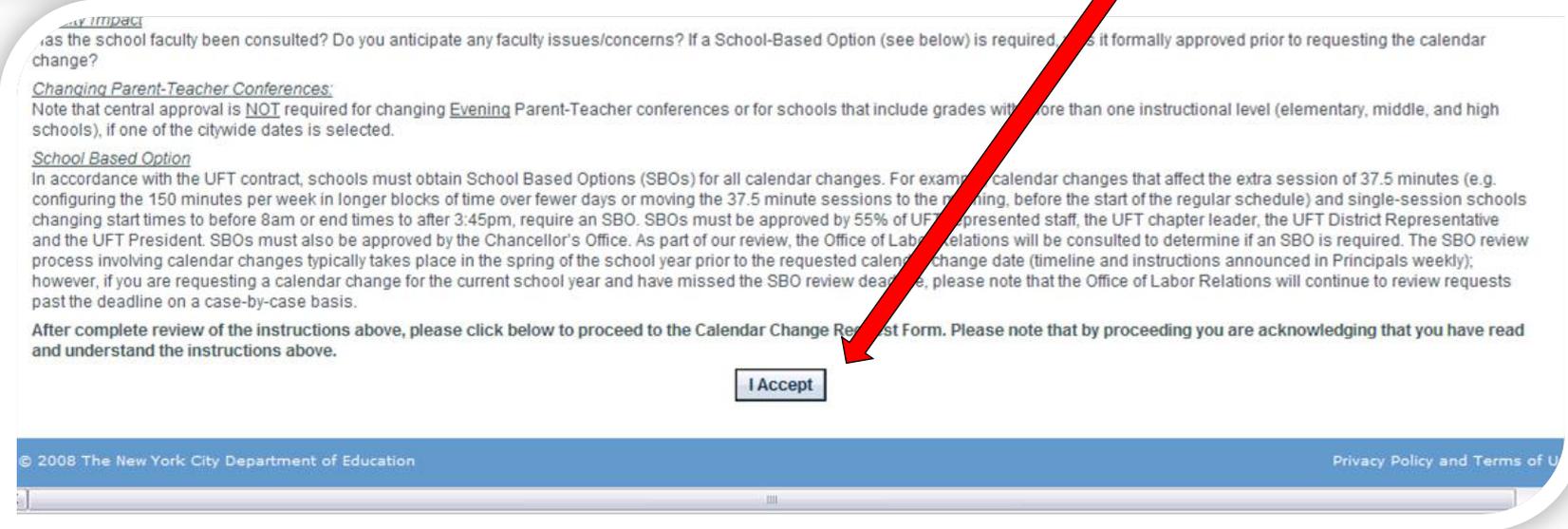
# Getting Started

Once logged in you should read the General Information pertaining to the Calendar Change Request process.

For any access issues please contact the helpdesk (718) 935-5100 or report an incident at <http://servicecenter.nycenet.edu/selfsupport>



You must click “Accept” acknowledging that you have read and understand the instructions.



# General Information for CCR/Early Dismissal Requests

- Submit at least 6 weeks prior to the date of the requested calendar change to allow for:
  - 2 week review period
  - Requisite 4-week parent notice
  
- Impact to State Aid
  - We must try to avoid losing any state aid. The CCR process ensures:
    - Weekly instructional time requirements are met
    - 182 day minimum instructional days
  
- Labor Relations
  - School Based Option
    - In accordance with the UFT contract, schools must obtain SBOs for all calendar changes.
    - SBOs must be approved by 55% of UFT-represented staff.

# General Information for CCR/Early Dismissal Requests

## Family Engagement

- Parents must vote to approve the Calendar Change at a regularly scheduled PTA meeting
- Opt-out accommodations must be provided
  - Onsite accommodations (i.e. supervision by staff, after school program, extracurricular activities, etc.) must be made for families whose children need to arrive at or stay until the regular dismissal time, or attend school during a full non-attendance PD day

## Transportation

- The Office of School Support will work with the Office of Pupil Transportation to ensure buses are available and/or rerouted based on the type of calendar change
- It is always helpful for schools to confirm calendar changes with bus providers as the impacted date approaches

# Submit a New Request or Check the Status of an Existing CCR

NYC Department of Education  
Dennis Li Wacker, Chancellor

Create New Submission

Create New Submission

Location Code: K002 [Export to Excel](#)

School Year	Identification Number	Network Leader	Cluster Name	Saved Date	Submission Date	Status	
2011-2012	61A6DC47-C377-4B9F-BC4F-15567531E18F	BOVE JULIA	Cluster 06		5/15/2012 12:48:59 PM	Submitted To Admin	<a href="#">View</a> <a href="#">Withdraw</a>

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Status	
<input type="text"/> Y	
Submitted To Admin	<a href="#">View</a> <a href="#">Withdraw</a>

- You can create a **New Submission**
- Check the status of a submitted request
- View the application
- Edit the application (if sent back for revisions or saved, not submitted)
- Withdraw the application

# Submit a New Request

(\* indicates mandatory field)

Location Code	31R455	School Name	Tottenville High School
Principal Name	R455schoolprincipal	Email Address	R455SchoolPrincipal@schools.ny
Phone Number		Cluster Name	Cluster 04
Student Enrollment	3849	Network Team Leader	BONNER WILLIAM
School Year	2012-2013		

Be sure to select the correct SY

School info will be automatically populated when a principal logs in

Specific grades (including special education) involved

Check off impacted grades →

09  10  11  12  SE

Type of Change Requested (one type only)

Type of Change Requested →

---Select---

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

## Type of Change Requested (only 1 type per submission)

- Early dismissal
- Switching professional development and instructional days
- Changing date of Parent-Teacher Conferences
- Adding Instructional Days
- Other
  - Describe type of change being requested. *i.e.* "Late start for grades 7 & 8 while mock Regents are performed for grades 9 - 12"

# Submit a New Request - Date requested

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

Calendar changes should be submitted a minimum of 6 weeks prior to the impacted date to allow for a 2 week review process and requisite 4 week notification period for families.

October 2013							
	S	M	T	W	T	F	S
40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16	17	18	19
43	20	21	22	23	24	25	26
44	27	28	29	30	31	1	2
45	3	4	5	6	7	8	9

Clear Select

## Dates requested

You can select multiple dates for the same type of request

## Blackout dates

Principals should avoid scheduling calendar changes:

- The first week of school
- The day after a 3 day weekend or citywide school recess
- During weeks with a
  - school holiday
  - another shortened session
  - citywide testing

Requests for non instructional days cannot be granted on the first or last days of school.

# Submit a New Request

Session time is the start/end time of the regular school day. On each day what are the start time and end time of your normal school day for students?

8:00 AM



To

2:20 PM



Regular session time & lunch

*(if multi-session only enter the first session please)*

Within that time, how many minutes are allotted for lunch?

50

If multisession, please indicate what each session time schedule is here. For example, "Session 1, 8:00 am - 2:46 pm; Session 2, 8:30 - 3:16 pm" (this should be the schedule for students, not necessarily teachers)

Session 1, 8:00 am - 2:46 pm; Session 2, 8:30 - 3:16 pm

If multisession, please indicate split session schedules here →  
Otherwise leave blank

Characters: [ 55 of 2000 ]

On each day, what is the start time and end time of your normal school day for teachers?

Input the teacher's work schedule here →

	Start Time	End Time
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>

Under the UFT contract, schools must provide 155 minutes of professional development, family engagement, and other professional work for teachers, per week. If the proposed Calendar change impacts or eliminates these sessions, this time must be made up during the same week(s) of the calendar change. If applicable, please clearly explain when the teacher-time will be made up. Requests that do not include this information cannot be reviewed. *If this is a multi-session school, indicate here.*

If the activities planned on the calendar change date will eliminate the contractually scheduled Professional Development or Parent Engagement time that normally takes place that day, explain how/when this time will be made-up during the same week.

# Submit a New Request

For shortened session requests what is

K-6 Requested dismissal time (If applicable):

12:50 PM



Grades 7-12 requested dismissal time (If applicable):



Special Education requested dismissal time (If applicable):



What is the length of the lunch period on the shortened day?

**Enter the duration of lunch on the shortened day**

35

**If requesting an early dismissal, you MUST enter the dismissal time**

Reason for Calendar Change/Early Dismissal.

For shortened sessions and full PD days, include a brief description of the professional development activities that will take place.

Professional Development to Support Implementation of Common-Core Aligned Curriculum and the New Teacher Evaluation and Development System

Characters: [ 138 of 2000 ]

**Is instructional make-up time needed?**  
***Not applicable to full day requests*** →

Weekly instructional time requirements (27.5 hours for grades 7-12 and 25 hours for grades K-6., exclusive of lunch and the extended time block) must still be met during weeks with a shortened session. Saturday classes and after school programming do not count towards this requirement. All mandated instruction will be delivered.

Does the plan include instructional make-up time to compensate for any reductions in instructional time in the schedule? Please describe.

Characters: [ 0 of 2000 ]

Weekly Instructional time requirements are:

- grades k – 6 : **25 hours**
- grades 7 – 12 : **27.5 hours**

If the dismissal time still allows you to meet the State's weekly instructional time requirement, for all grade levels, then you do not have to make up any time.

# Submit a New Request – Family Engagement

Enter date of meeting  
where parents voted

Parents must vote to approve the Calendar Change Request during a regularly scheduled meeting of the PA/PTA. Please indicate on which date was the parents vote held? >>	<input type="text"/> 
Please include the name of the PA/PTA representative.	<b>Name of rep. →</b> <input type="text"/>
Subsequent to the DOE's approval, would the school provide at least 4 weeks prior notice to parents?	<input type="radio"/> Yes <input type="radio"/> No *
How will parents wishing to opt out of the calendar change(s) be accommodated? A description of the onsite accommodations (i.e. supervision by staff, after school program, extracurricular activities, etc) made for families whose children need to arrive at or stay until the regular dismissal time or attend school during a full PD day. For PTC date change, also include the arrangements for parents who can not attend on the new date.	<b>Opt-out accommodations</b> <input type="text"/> Characters: [ 0 of 2000 ] *

## Family Engagement

- Enter date of meeting
- PTA Representative involved in the vote
- Confirm that you will be able to provide parents with the requisite 4 week notice
- Opt-out accommodations must include on-site supervision

# Submit a New Request - SBO

## School Based Option

- Schools must obtain SBOs for all calendar changes
- SBOs must be approved by 55% of UFT-represented staff

Enter SBO vote results.  
Majority vote in  
percentage form

Has faculty been consulted and do they support the requested change?

Yes  No \*

An SBO is required for all calendar changes. Has the school conducted the required School Based Option (SBO) vote?

Yes  No \*

What is the percentage of approved SBO votes if the required SBO was formally approved?

% \*

Please provide a brief description of the SBO.

Enter a description of the SBO

Characters: [ 0 of 2000 ] \*

Teachers and other staff must still fulfill their contractual time requirements on the impacted day(s). Until what time will teachers work on the impacted day(s)?

Should be the  
regular teacher end  
time on that day of  
the week

If teachers and other staff are leaving earlier than their usual dismissal time please explain how that work time will be made up.

Explanation of teacher make-up  
time, if needed

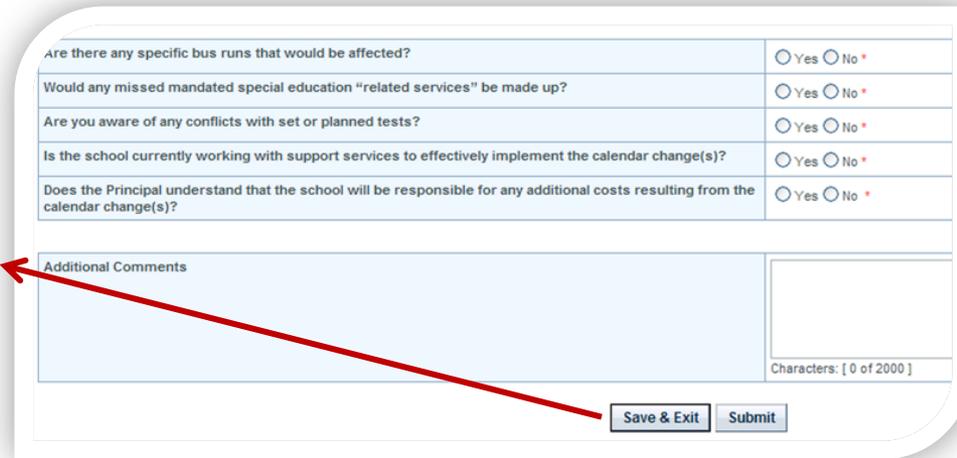
Characters: [ 0 of 2000 ] \*

Characters: [ 0 of 2000 ] \*

# Submit a New Request

Save & Exit

Submit



The screenshot shows a web form with several sections. At the top, there are five rows of questions, each with a radio button for 'Yes' and 'No'. The questions are: 'Are there any specific bus runs that would be affected?', 'Would any missed mandated special education "related services" be made up?', 'Are you aware of any conflicts with set or planned tests?', 'Is the school currently working with support services to effectively implement the calendar change(s)?', and 'Does the Principal understand that the school will be responsible for any additional costs resulting from the calendar change(s)?'. Below these is a large text area labeled 'Additional Comments'. At the bottom right of the form, there are two buttons: 'Save & Exit' and 'Submit'. A red arrow points from the 'Submit' button in the image on the left to the 'Additional Comments' field in the screenshot.

Are there any specific bus runs that would be affected?	<input type="radio"/> Yes <input type="radio"/> No *
Would any missed mandated special education "related services" be made up?	<input type="radio"/> Yes <input type="radio"/> No *
Are you aware of any conflicts with set or planned tests?	<input type="radio"/> Yes <input type="radio"/> No *
Is the school currently working with support services to effectively implement the calendar change(s)?	<input type="radio"/> Yes <input type="radio"/> No *
Does the Principal understand that the school will be responsible for any additional costs resulting from the calendar change(s)?	<input type="radio"/> Yes <input type="radio"/> No *

Additional Comments

Characters: [ 0 of 2000 ]

Save & Exit Submit

## Additional comments

- Use this space to add any extra details we should know as we review this request

## Save & Exit

- Not ready to submit just yet. This option allows you to come back to make edits before submitting

## Submit

- Have filled out every section and are ready to submit. Cannot edit the application after you press this button

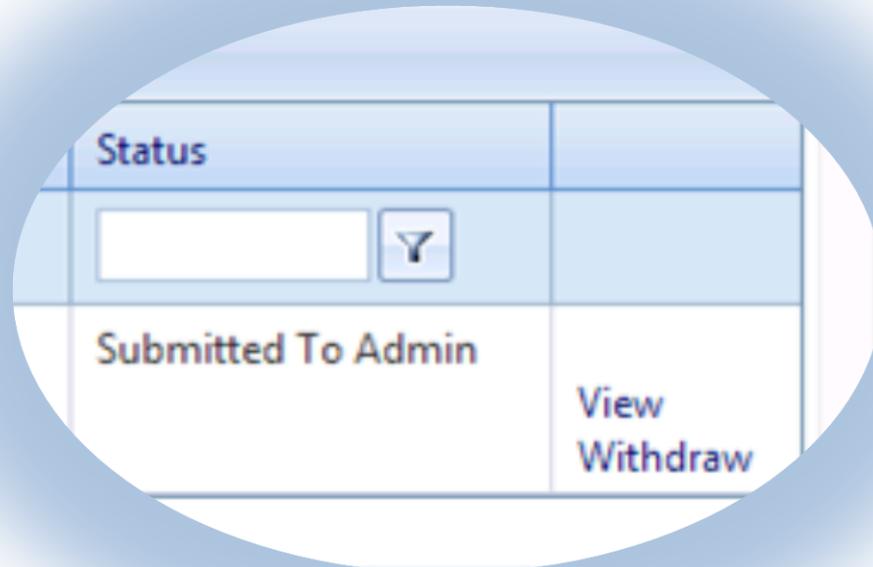
# Submit a New Request

## ❑ Confirmation email

- After the submission, you will receive a confirmation email and will then be able to view and/or withdraw the Calendar Change Request
- An email will be automatically generated each time the status of the request changes

## ❑ Track your request

- At any time you can track the status of your request by going back into the online application



# Review Process

The Calendar Team, within the central Office of School Support, initially reviews the application ensuring that all the elements are in compliance. At this point the submission can be:

- **“Sent Back to Principal”** for some missing information, or necessary revision.
- **“Sent to Review Committee”**. The Office of Labor Relations and the Division of Family and Community Engagement review the application to ensure contractual requirements are being met and that busing can be accommodated.
- **“Denied”** if the request is not feasible.
- **“Withdrawn”** if the application was submitted for an inapt request in which case it will not be considered.

Upon a decision, comments will be added to the top of the application for the Principal’s review.

OPT will notify bus providers, if applicable.

Comments  
Good afternoon

We regret to inform you that unfortunately your request for an early dismissal on May 23, 2013 cannot be approved. It is too close to the impacted date. Parents need at least 4-week prior notice for all any calendar change. Your application for June 18, 2013 is being considered. If you have any further questions please do not hesitate to write back. Thank you.

Calendar Team  
Office of School Support  
ssladmin@schools.nyc.gov

Location Code	17K002	School Name	M.S. 002
Principal Name	Adrienne Spencer	Email Address	ASpence1@schools.nyc.gov
Phone Number	(718) 462-8269	Cluster Name	Cluster 05
Student Enrollment	434	Network Team Leader	BOVE JULIA
School Year	2011-2012		



For any questions or concerns please contact the Division of Operations at  
[SSTAdmin@schools.nyc.gov](mailto:SSTAdmin@schools.nyc.gov)

This presentation can also be found on the Calendar Change Request  
webpage.

<http://schools.nyc.gov/Calendar/changerequests.htm>