

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

REQUEST FOR MINIMUM DATES: 2018-2019
ELEMENTARY SCHOOLS

Please complete this request form and forward a copy to each of the following individuals/departments **no later than April 27, 2018 (for Year-Round and Traditional Calendar Schools)**:

- Planning Section, **Transportation Services** (Lonnie Green – lgreen1@sandi.net)
- Your **Area Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3110)

Please do not plan a minimum day prior to the first date of the parent-teacher conference period listed for your type of school (e.g., Traditional calendar or Year-Round calendar).

It is requested that schools sharing transportation services request the same dates. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.** Buses will be scheduled to pick up all students following the dismissal times on minimum days.

Changes to requested dates and times must be approved in writing by Transportation Services. The request should be submitted to Pupil Accounting to initiate the change process. If approved, Pupil Accounting will notify the Area Superintendents, Food Services, and Transportation.

MINIMUM DAYS 2018-19 - THESE WOULD INCLUDE:

- **Parent/Teacher Conferences**
- **PLC**
- **Cluster Collaboratives**
- **Early Intervention Parent/Teacher Conferences (early October)**

ELEMENTARY SCHOOLS

School: _____

Principal: _____

Date: _____

Signature: _____

Email: _____

Our school requests the following dates for a minimum day schedule/parent-teacher conferences:

DATE	PURPOSE	DATE	PURPOSE

Dismissal Time: _____

Bus Departure Time _____