



M E M O R A N D U M

DATE: _____

TO: Principals - All Schools

FROM: Assistant Superintendents

RE: ***Parent-Teacher Report Card Conference and Student Dismissal***

Dismissal of students **one hour** early, to enable teachers to begin school-wide interviews and conferences with families, is permitted up to **four times** each school year.

If you plan to excuse students from regular instruction for an hour during the _____ school year, please provide the date(s) below. Return this form to your Assistant Superintendent by **September 30th**. As is the case for non-instructional days, advance written notice to parents is required by September 30th and a reminder near the date is expected.

Date	Will students participate?
1. _____	Yes ☐ No ☐
2. _____	Yes ☐ No ☐
3. _____	Yes ☐ No ☐
4. _____	Yes ☐ No ☐

☐ No early afternoon dismissals are planned.

Buses will run at regular times

*N.B. If none are planned, please submit a nil report.
A dismissal day may not be announced after September 30th.*

SCHOOL

DATE

PRINCIPAL'S SIGNATURE

Reference: Standard School Calendar

Last revised: May 2016