**Official School Calendar  
2023 – 2024 School Year**

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| **School**: Click or tap here to enter text. | | | | | **County**: Choose an item. | |
| **Principal**: Click or tap here to enter text. | | | | **Pastor(s)**: Click or tap here to enter text. | | |
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| * Please insert the dates for your school that correspond to the requested information. Other than the dates reflected here, your school is strictly expected to follow the Official School Calendar for 2023-2024. If your transportation needs or special circumstances require adjustments, a copy of the signed calendar from your pastor(s) is requested. *You may start a week before Labor Day.* * Faculty meetings (half and full-day) must be listed under optional ½ days and any other early dismissals. Full-day faculty meetings use three of the ten half-day allotments. No more than one full-day faculty meeting may be held in a trimester. In the event of an emergency or snow closure, the school must still include 180 instructional days for each student. Bringing in less than the entire school population does not equal a full instructional day for all students. | | | | | | |
| **Organizational Day:** | Enter Date | | **Retreat Day:** | | | Enter Date |
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| **Prof Dev Day 1:** | Enter Date | | **Prof Dev Day 2:** | | | Enter Date |
| **Prof Dev Day 3:** | Enter Date | | **Prof Dev Day 4:** | | | Enter Date |
| **Optional Holiday Day #1:** | Click or tap to enter a date. | | **Optional Holiday Day #2:** | | | Click or tap to enter a date. |
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| The permitted number of early dismissal days, if deemed necessary by the principal, should not exceed 10 half days. If a full-day faculty meeting is scheduled, the meeting day takes the place of two early dismissals. Be sure to list all faculty meeting dates. Also, list any other early dismissals and the reason for these dismissals. Be sure the total of ½ day faculty meetings, full-day faculty meetings and/or early dismissals equal no more than 10 days. | | | | | | |
| **Date** | **Length** | **Purpose / Reason** | | | | |
| Click or tap to enter a date. | Choose an item. | Click or tap here to enter text. | | | | |
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| If your school has beginning or end dates different from those listed in the official calendars sent in January 2023, please include a copy of the calendar signed by the pastor giving the reason for a change in dates. Except for Early Childhood, the beginning days of the new school year should be full instructional days for all students in grade 1 through grade 8.  **NOTE: OCE does not support the practice of staggering openings and closings for the upper and lower grades.** | | | | |
| **Start Date:** (Grades 1 – 8) | Click or tap to enter a date. | **Start Date:** (Pre-K & Kindergarten) | | Click or tap to enter a date. |
| **End Date for Students in Grades 1 -7**: Click or tap to enter a date.  **This date should be June 14,2024. If starting before Labor Day, June 7,2024. If different, please explain the reason below and be sure that a Pastor’s letter Is placed in the school file.**  Click or tap here to enter text. | | | | |
| **End Date for Pre-K and Kindergarten**: Click or tap to enter a date.  **This date should be no earlier than one week prior to the regular closing of school. If different, please explain the reason below and be sure that a Pastor’s letter Is placed in the school file.**  Click or tap here to enter text. | | | | |
| **Closing Exercises for 8th Grade:** Click or tap to enter a date.  **This date should be June 12, 2024. If different, please explain the reason below and be sure that a Pastor’s letter is placed in the school file.**  **Note: If starting before Labor Day, June 5, 2024, Eighth Grade students should not be dismissed following examinations with half days unless these are noted on your calendar and subtracted from the ten permissible half days.**  Click or tap here to enter text. | | | | |
| **Principal Signature:** | | | | Click or tap to enter a date. |
| **Pastor Signature:** | | | | Click or tap to enter a date. |
| Please submit this form to the attention of [Jeanne Steitz](mailto:jsteitz@archphila.org) at OCE no later than June 28, 2023. The Office of Catholic Education holds no responsibility for Pastors, Principals and/or Administrators who falsify information on this Official School Year Calendar Form by not reflecting the true picture of the respective school’s schedule for the 2023-2024 school year.  Any additions to the above calendar made during the school year must be submitted in writing to the Office of Catholic Education. Thank you very much for your support and cooperation. | | | | |