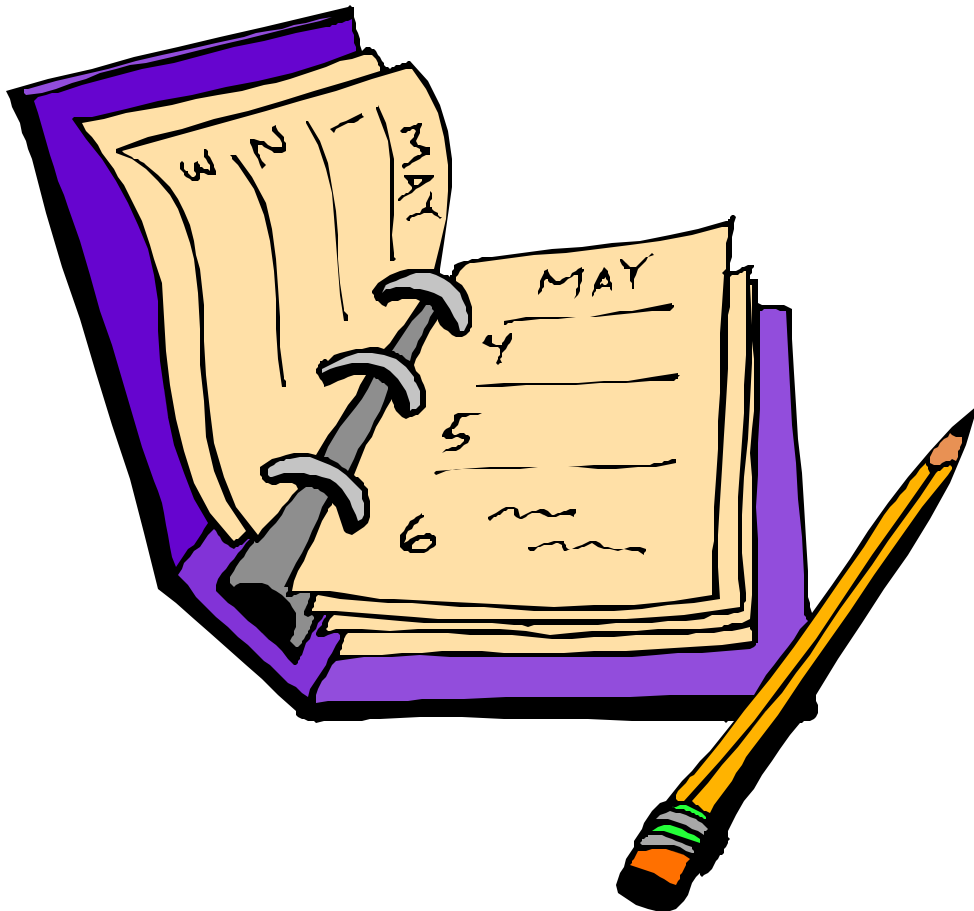


# SCHOOL OFFICE WORK CALENDAR

2004-2005



# PITTSBURGH PUBLIC SCHOOLS OFFICE AND INFORMATION AND TECHNOLOGY

## GENERAL INFORMATION:

IMPORTANT: Please refer to the back of the book for information concerning the following:

- Attendance (page 47-48)
- Fire Drill Report (page 49)
- 2004-2005 Calendar (Appendix A)

A FIRE DRILL each calendar month, including June, is compulsory under Section 1517 of the Public School Code. Regular school fire drills are reported on the Monthly Fire Drill Report each month. Fire drills must be held each calendar month for all Board of Education Programs (such as Day Care Centers, Certain OVT, Churches, etc.) All respective departments of the various programs are liable for a compiled quarterly Fire Drill Report that is due in the Office and Information and Technology by the 15<sup>th</sup> of December – March – June – September.

EVENING CLASSES will be held at Schenley High School:

All correspondence to the Administration Building should be addressed to the proper department, office, or person involved.

Your comments on value, changes, etc., will be appreciated. Please call 622-3882 and 622-3862.

.....

## AUGUST

- 4 Form S50--APPLICATION FOR PERMIT--Please note: Form S50 has been revised to reflect new board regulations approved November 27, 1991. All permits must be submitted on the form marked Revised 06/92 or later. ALL PERMITS ARE TO BE TYPEWRITTEN. BE SURE TO INCLUDE EVERY SPECIFIC DATE covered by the permit. The principal or the building administrator and the person to whom the permit is issued must sign all copies after all the necessary information has been typed in, including charge, if any. In addition, it is imperative that applications for permit contain a street address for the permit and NOT A POST OFFICE BOX NUMBER. No outside organization may use the school's address and telephone number for their mailing address on the permit. Addresses should be verified by the permit clerk at the time the application is made by examining a driver's license or other acceptable identification in the case of an individual, and by comparing the letterhead with the telephone directory in the case of an organization. Permits for continuing use may not be issued for more than a semester at a time.

School Principals may issue permits directly without further approval for school activities where overtime is not involved. All copies of the permit should be signed by the principal and give to the applicant and other copied distributed as indicated on the permit.

Permits which involve rental or custodian fees or outside organizations must be sent to the Operations Office for approval and billing. Any questions should be directed to the Operations Office.

- 6 MAINTENANCE REPAIR REQUESTS (DBA-200)  
Principals and custodians should be in contact with their District Facilities Coordinators regarding maintenance and repair matters:

Ralph Gift (488-5135) – Schools South of the Ohio River  
Schools South of the Monongahela River  
Oakland Area Schools  
Hill District Schools

James Dickerson (488-5104) – East End Area Schools  
Central Area Schools  
North Side Schools

District Facilities Coordinators are available at their own telephones or may be reached through the Facilities Division Office at 412-488-4300. It should be noted that given the large number of maintenance and repair

## AUGUST

requests received, each request will be prioritized based on its' impact on safety or immediate need, etc.

NOTE: DBA -200 is to be used for building repair and maintenance only. Educational needs, which require Facilities support, or any new work, construction, alterations to rooms or installed equipment, should be submitted to the respective Executive Director no later than April 15, 2005 for consideration in the 2006 Capital Improvement Program. Executive Directors then need to submit project requests for consideration to Facilities by April 29, 2005.

### MAINTENANCE REPAIR REQUESTS

Repair Requests (DBA-200) for physical education/athletic equipment should be sent directly to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

- 9 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.
- 24 System-wide Principals' Meeting at PFT at 8:00 AM
- 25 All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Readiness Form (#1) due in the Executive Directors' Office.

Clerical/Organization Day

All Teachers Report.

- 26 Plans for Building Staff Development Activities due to Executive Director's offices

Clerical/Organization Day

- 27 REMOVAL REQUEST: Requests for the movement of supplies, furniture and equipment to another building may now be submitted to the General Services/Purchasing Office electronically. To access the electronic version of the Removal Request or Dray Form, go to the School District web site, select DIRECTORY, then select General Services/Purchasing.

## AUGUST

EQUIPMENT REPAIR REQUESTS: Requests for repair of audio-visual equipment, musical instruments and telephone sets/services may now be submitted to the General Services/Purchasing Office electronically. To access the electronic version of the Removal Request or Dray Form, go to the School District web site, select DIRECTORY, then select General Services/Purchasing.

### PRINCIPAL, STUDENT DATA SYSTEM SPECIALIST, PUPIL SERVICE STAFF:

Do not enroll any student from an institution without a complete and detailed STARS-101 form. No information is to be left blank. The following are current institutions in the School District of Pittsburgh: Spectrum Family Network (a.k.a. Alternative Program Associates), Circle C, Craffhouse, Lutheran Youth & Family Services, Glade Run Lutheran Services, Whale's Tale, Southside RTF, etc. Any student enrolled from any of these institutions MUST have the Institution Liaison complete the STARS-101 form. A copy of the STARS-101 form is to be mailed to Room 349, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213. Any questions should be directed to 622-3882 and 622-3874.

ALL PRINCIPALS – REMEMBER a student lunch application from last school year is valid through October 13, 2004 only. All non-eligible students must pay the full price for all meals starting September 2, 2004. A student is not eligible for a free or reduced lunch until AFTER his/her application is completed and approved.

Data Sheet due in Executive Directors' Offices.

Principals School Readiness Report (#2) due in Executive Director's offices

SCHOOL CAFETERIA PERSONNEL: Forward all completed meal applications to Food Service for processing. All completed lunch applications are due in Food Service by September 17, 2004.

30 Non-work day for Paraprofessionals

31 Back to School Professional Development Day -7am Mellon Arena

Principals School Readiness Report (#3) due in Executive Director's offices

PAYDAY – Twelve month employees only.

First workday for Paraprofessionals

## SEPTEMBER

### **ASSESSMENT INFORMATION:**

DiBELS: September 2 – 23 Kindergarten Only

Mathematics Standards Based Assessment: September 2 – 23 (K – 8)

PPS Reading Assessment: September 2 – 23 Kindergarten Only

DiBELS: September 7 – 21 Grades 1 – 3

PPS Reading Assessment: September 7 – 21 Grades 1 – 8 (9<sup>th</sup> basic and below basic based on grade 8 PSSA)

PSSA Practice Test Reading/LA September 20 – 30 Grade 11

Literacy Portfolio Review: Grades 9 - 12

- 1 Election of Title I parents for membership on the Title I DW PAC to be held during September.

Responsible Person in Charge Form due to Executive Directors

- 1 It is required by Section 1517 of the Public School Code that a fire drill be conducted every calendar month. The fire drill should be noted on the Monthly Fire Drill Report, which is submitted to the Office and Information and Technology each month. Date for fire drill must agree with the Custodian's Fire Report. Fire drills in evening schools are mandatory.

A.T.C.D. Teachers of Skill Centered Programs – Vocational Education Legislation requires that each student enrolled in a reimbursable Vocational Education Program have on file with his or her vocational teacher a Career Objective Form. A supply of forms has been distributed to teachers by the Teachers of Cooperative Work Experience.

PAYDAY – Biweekly employees

Distribute Emergency Care Forms to Parents

### **PRINCIPAL, STUDENT DATA SYSTEM SPECIALIST, PUPIL SERVICE STAFF:**

Do not enroll any student from an institution without a complete and detailed STARS-101 form. No information is to be left blank. The following are current institutions in the School District of Pittsburgh: Spectrum Family Network (a.k.a. Alternative Program Associates), Circle C, Craffhouse, Lutheran Youth & Family Services, Glade Run Lutheran Services, Whale's Tale, Southside RTF, etc. Any student enrolled from any of these institutions MUST have the Institution Liaison complete the STARS-101 form. A copy of the STARS-101 form is to be mailed to Room 349, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213. Any questions should be directed to 622-3874.

**ATTENTION STUDENT DATA SYSTEM SPECIALISTS –**

## SEPTEMBER

**INSTITUTIONAL AND FOSTER HOME STUDENTS** – For all institutional and foster home students, please make sure information is coded correctly on the RTI System. (Institutional or Foster should be in the residential status field.) If the child is a foster child and the parent information is NOT known, leave parent screen blank. **In addition**, for institutional students, the institution information must be entered. Natural parent's information MUST be entered on the Natural Parent screen. If you have any questions in reference to this procedure call 622-3882 and 622-3874. Keep a separate list of foster/institutional students to help in completing surveys in February.

**REMINDER: SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS --** The report is to reflect all recorded transactions through the last day of June. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453 by September 30, 2004.

Process all seniors through the RTI System who have completed summer school and graduated. These students must be withdrawn using a withdrawal code of "W09" and withdrawal date of September 2, 2004.

Attention Supervisors of Preschool Centers: It is necessary that the Preschool Centers have a fire drill each month. Quarterly reports should be sent to the Office and Information and Technology.

**ATTENTION TRANSPORTATION CONTACT PEOPLE:** Bus Evacuation drills for contracted buses are to be conducted on school grounds during the first week of the first school term and during the month of March. Bus evacuation drills are to be performed for all contracted buses. For any information and forms, contact Pupil Transportation.

**PUPIL SERVICE STAFF/S.D.S.S.** – It is imperative that all information is complete on the STARS-101 ENROLLMENT FORM. The information will be used to enter the student into the RTI System. ALL INFORMATION MUST BE COMPLETED. Non-Resident Institutional students are not to be enrolled without a completed institutional STARS-101 form. This form replaces the APPLICATION FOR SCHOOL PLACEMENT OF A NON-RESIDENT CHILD LIVING IN AN INSTITUTION FORM. These forms are provided to the institutions for completion; after they are approved by Pupil Affairs, the school will be notified. DO NOT ENROLL STUDENTS FROM INSTITUTIONS WITHOUT A COMPLETE STARS-101 FORM. ALL INFORMATION MUST BE COMPLETE AND PARENTS ADDRESS MUST BE

## SEPTEMBER

PROVIDED. DO NOT use institution's address in the parent(s) section. If you have any questions in reference to this procedure, call 622-3882 and 622-3874.

3 Elementary, Middle, and Secondary School Emergency Dismissal Plans are due in the office of your Executive Director.

6 **Monday--Labor Day--(Federal, State, School, and Board Holiday).**

8 Career and Technical Education teachers of Skill Centered Programs- Vocational Education Legislation requires that each student enrolled in a reimbursable Vocational Education Program have on file with his or her vocational teacher a Career Objective Form. A supply of forms has been distributed to teachers by the Teachers of Cooperative Work Experience.

Automobile Mileage Report (DBA -16) and Automobile Reimbursement Report (DBA -17) are due in Finance, Room 336.

Registration for Schenley Standard Evening School classes (Sept. 8,9,13,15,16)

Schenley Standard Evening School First Semester classes begin.

10 REQUISITIONS: The following preprinted requisitions for supply items should be entered into the Computerized Purchasing System prior to Friday, September 27, 2004. Copies of these preprinted lists are available to be printed from the General Services/Purchasing sections of the School District web site.

### PREPRINTED SUPPLY LISTS (For November 2004 delivery)

List #1 - Office Supplies – Administrative Offices  
List #27 - Musical Instruments  
List #28 - Audio-Visual Equipment  
List #29 - Furniture  
List #30 - Computer Equipment  
Library - Magazines

### TECHNOLOGY EDUCATION SUPPLY LISTS

List #25 - Technology Education  
List #26 - Technology Education – Tools  
Basic Electricity/Electronics



## SEPTEMBER

Construction  
Manufacturing/Power & Energy  
Print Shop  
Visual Communications  
Metals, etc.

TRAINING ON COMPUTERIZED PURCHASING SYSTEM: Any clerical staff who have not been trained on proper use of the computerized purchasing system should contact Ellie Yanchik at 488-4662 to schedule an appointment for training.

ATTENTION TRANSPORTATION CONTACT PEOPLE: School bus evacuation drill report due.

- 14 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report Due. (Refer to Pupil Transportation Manual).

All meal applications were distributed to students on September 2, 2004. UPON RECEIPT SEND IMMEDIATELY TO FOOD SERVICE FOR EDITING AND PROCESSING. All meal applications are due in Food Service no later than September 19, 2004.

Reminder: Process all new enrollments, re-entries, and withdrawals immediately through the RTI System. The RTI System will be used to determine the official membership of the School District.

- 15 PAYDAY – Twelve month and non-twelve month employees.

- 16 PAYDAY – Bi-weekly employees

School Vacation Day

Schenley Standard Evening School closed

- 17 PRINCIPALS: During the month of February you will receive a preliminary survey form to report Non-Residential Institutional and Non-Resident Foster Home students who are enrolled in your school during the 2004-2005 school year. The information on the survey must be verified as per instructions included with survey. In addition, during the month of May, you will receive this survey back along with a survey for reporting full-time and part-time parochial and private school non-resident students. Maintain a separate file on these students. Keep all information up to date.

## SEPTEMBER

ATTENTION STUDENT DATA SYSTEM SPECIALIST: Please code all Institution and Foster Home students on the RTI System as they are enrolled in your school by completing the residential status field. If they enroll from a different school, verify status information in the RTI System. Foster parents should not be entered on the natural parent screen. If natural parent is not known, leave blank. BE SURE TO KEEP ALL INFORMATION UPDATED. KEEP A SEPARATE LIST OF FOSTER/INSTITUTIONAL STUDENTS TO HELP IN COMPLETING SURVEY IN FEBRUARY. Any questions about procedures call 622-3882 and 622-3874.

All meal applications were distributed to students on September 2, 2004. UPON RECEIPT SEND IMMEDIATELY TO FOOD SERVICE FOR EDITING AND PROCESSING. All meal applications are due in Food Service today.

18 Principals' Meeting at PFT at 8:00 a.m.

20 **The School System Schools**: All homeroom roll sheets must be updated before the conclusion of the first school month, October 1, 2004. The status of all students, who have not arrived physically, should be determined as soon as possible. If the student is a member of another school, or has moved from the school district, then remove them from the roll as of the day before they enrolled in the other school or the day they left the District. A student cannot be counted as a member in two different schools or districts at the same time. Students must not be carried as a member into the second month, unless it has been determined that they should be in your school. Process all student enrollments, transfers, and withdrawals through the RTI System as they occur.

**The School System Schools**: Reminder: All "NO SHOW" students must be identified on the Daily Absence and Tardy report with the appropriate withdrawal code. All homeroom roll sheets MUST be updated before the conclusion of the first school month, October 1, 2004.

Send the dates and times of all Instructional Cabinet meetings to your Executive Director. REMINDER: Inform your Executive Director of any change in the time and date for either of those meetings.

21 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report Due. (Refer to Pupil Transportation Manual).

22 BOARD MEETING

## SEPTEMBER

The Fire Drill Report for the month of September is due in Office and Information and Technology Room 349, by Friday, October 8, 2004.

- 27 On Board Invoice (DBA 29), bill for September (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy to Finance-Room 336-Administration Building. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

- 28 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report Due. (Refer to Pupil Transportation Manual).

PTO Officers training Conference Room A 6:30 PM

- 29 Quarterly Strategic Planning Steering Committee Meeting:  
6:00-8:00 p.m.-Conference Room A

- 30 SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS -- The report is to reflect all recorded transactions through the last day of June. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room.

Final day students may rescind magnet transfers to return to feeder school for this semester. Requests received later than September 30 will be approved for transfer back to home school for the second semester.

System-wide Principals' Meeting at PFT at 8:00 AM

PAYDAY – Biweekly employees

PAYDAY – Twelve month and non-twelve month employees.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

## OCTOBER

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades 9 – 12

PSAT: October 13 Grades 10 and 11

PSSA Grade 12 Grade Retest October 25 – November 5

- 1 SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS -- The report is to reflect all recorded transactions through the last day of September. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453, by October 31<sup>st</sup>.

Observation Reports due to Executive Directors' Offices.

End of first school month.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Composition and Meeting Dates for PSCC/PTO Officers due to Executive Directors' Offices.

Hold fire drill within the month of October.

REQUISITIONS: The following preprinted requisitions for supply items should be entered into the Computerized Purchasing System prior to Friday, October 8, 2004. Copies of these preprinted lists are available to be printed from the General Services/Purchasing sections of the School District web site.

### PREPRINTED SUPPLY LISTS (For December 2004 delivery)

List #2- Art

List #4- Business Education

List #7- Kindergarten (including Child Development)

List #15- General Supplies - Elementary

List #16- Principal's Office and Teachers

List #21- Schoolroom

List #23- Exceptional Children

- 3 All Career Objective Forms (refer to September 6) are to be collected by the Teachers of Cooperative Work Experience, reviewed and filed in the

## OCTOBER

Office of Career and Technical Education. These forms are subject to audit by the Pennsylvania Department of Education.

The Monthly Fire Drill Report for the month of September is due in the Office and Information and Technology, Room 349.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Students' meal status from the school year 2003-2004 is no longer valid. Meal statuses for school year 2004-2005 begin based on meal application completed and returned to Food Service before September 17, 2004.

### 4 School Vacation Day

Schenley Standard Evening School Vacation Day

Non-work day for Paraprofessionals

### 5 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

### 6 Closure for Interim Comments (Elementary, Middle, Secondary)

### 8 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.

### 9 Magnet Fair at Frick ISA 1-3 pm

### 11 Preferred registration for magnet programs/schools begins today and ends October 22. Principal/Student Data System Specialist must confirm eligibility; i.e., confirm enrollment of elder sibling if sibling preference is requested; verify attendance area residence if feeder pattern or regional preference is requested; verify enrollment in program if program continuity is requested. Verify student will be five years old by September 1 of the year student will attend kindergarten. (See 2004 Choices booklet for details.)

Interim Reports mailed (Elementary, Middle, Secondary)

Student Vacation Day--Open House Conference Day—  
Elementary/Secondary Only.

## OCTOBER

- 12 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 13 ALL PRINCIPALS – REMEMBER a student lunch application from last school year is valid through today only. All non-eligible students must pay the full price for all meals starting September 2, 2004. A student is not eligible for a free or reduced lunch until AFTER his/her application is completed and approved.
- 14 Volunteer Liaison Training at PFT 9 AM  
  
PAYDAY – Biweekly employees
- 15 PAYDAY – Twelve month and non-twelve month employees.  
  
CEIP and Organizational Reports due in Executive Directors' Offices
- 16 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/3/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.  
  
REQUISITIONS: All requisitions for processing against the General Fund must be received in Finance no later than October 31, 2004.
- 18 Student Vacation Day--Open House Conference Day—Middle Only.
- 19 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 22 Preferred Registration for magnet applications ends today. Deliver all applications (pink form) in person to Room 420, Administration Building. Destroy all unused pink preferred forms at the end of the day.
- 26 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 27 BOARD MEETING
- 28 System-wide Principals' Meeting at PFT at 8:00 AM  
  
PAYDAY – Biweekly employees

## OCTOBER

- 29 The Fire Drill Report for the month of October is due in the Office and Information and Technology, Room 349, by Friday, November 5, 2004.

PAYDAY – Twelve month and non-twelve month employees.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

On Board Invoice (DBA 29), bill for October (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

REQUISITIONS: Last day for submitting requisitions to Finance against the General Fund (010).

September 30, 2004 Quarterly Reports are due in the Controllers Office and the Executive Directors' Offices

## NOVEMBER

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades 9 – 12

Mathematics Standards-Based Assessment November 30 – December 17  
for grades K - 8

- 1 Hold fire drill within the month of November.

Food Service verification procedures begin. 3% of the meal applications on file are randomly chosen. Parent/guardian must send verification of income to the Food Service Center Office.

Payroll worksheets for Elementary, Middle, Magnet and High School Intramurals (fall season) are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for football, cross-country, golf, girls tennis, girls volleyball and boys and girls soccer are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for Middle School boys and girls softball, boys and girls volleyball and cross-country are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for Magnet School boys and girls softball and cross-country are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for football, cross-country, golf, girls tennis, girls volleyball and boys and girls soccer are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for Middle School boys and girls softball, boys and girls volleyball and cross-country are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for Magnet School boys and girls softball and cross-country are due to: Vernon B. Phillips, Jr.,



## NOVEMBER

Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

General Registration for magnet schools/programs begins today and ends November 14, 2004.

- 2 System-wide Teacher In-Service--Student Vacation Day.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

Organization Day: All school Nurse Practitioners and Dental Hygienists report for duty.

Non-work day for Paraprofessionals

- 3 Second school month ends

- 5 The Monthly Fire Drill Report for the month of October is due in the Office of Technology, Room 349.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Observations and Conference Reports are due in Executive Directors' Office.

- 8 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.

- 9 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 10 PAYDAY – Biweekly employees

Closing of grades for first report period

- 11 **Veterans Day--(Federal, State, School, and Board holiday.)**

- 12 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/01/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.

## NOVEMBER

Last day of General Registration for Magnets. Deliver all applications in person to Room 215, Administration Building and discard all unused green application forms.

- 15 PAYDAY – Twelve month and non-twelve month employees.
- 16 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 18 System-wide Principals' Meeting at PFT at 8:00 AM
- 19 Elementary, Middle, and Secondary schools distribute Student Progress Reports to students (first report period).
- 23 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 24 PAYDAY – Biweekly employees

BOARD MEETING

- 25 **Thanksgiving Day-November 25 through November 29 (Federal, State, School and Board holiday.)**

Vacation – Schenley Standard Evening School, ABE/GED and Vocational Evening Classes.

- 26 **All schools and buildings closed today – (School and Board holiday.)**

- 29 **School Vacation Day**

- 30 PAYDAY – Twelve month and non-twelve month employees.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

The Fire Drill Report for the month of November is due in Office and Information and Technology, Room 349, by Friday, December 10, 2004.

## **NOVEMBER**

On Board Invoice (DBA 29), bill for November (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

## DECEMBER

<p><b><u>ASSESSMENT INFORMATION:</u></b> Literacy Portfolio Review: Grades 9 - 12 Keys-2-Work Program: Grade 10</p>
---

- 1 Hold fire drill within the month of December.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Observation and Conference Reports Due in Executive Directors' Offices

The Monthly Fire Drill Report for the month of November is due in Office and Information and Technology, Room 349.

- 7 End of third school month.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 8 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.

- 9 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/01/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.

System-wide Principals' Meeting at PFT at 8:00 AM

PAYDAY – Biweekly employees

- 13 **The School System Schools**: Snow Day (Recording Attendance): In the event of an emergency situation that requires the closing of all schools, the column on the Daily Absence and Tardy Reports for the snow days should be skipped.

School Food Service Verification ends. All changes that will be made based on the responses of the parents becomes effective January 1, 2005.

- 14 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 15 PAYDAY – Twelve month and non-twelve month employees.

## DECEMBER

- 17 Magnet School Lottery for programs where applications exceed available openings.

Letters of notification (accepted or waiting list status) are mailed to everyone who applied in the preferred and general magnet registration periods.

Closure for interim comments (Elementary, Middle, Secondary)

The Fire Drill Report for the month of December is due in the Office and Information and Technology, Room 349, by Friday, January 7, 2005.

- 20 REMINDER: Paychecks and Direct Deposit Advices for the pay date of December 30 will be mailed to the employee's home. Paychecks and Direct Deposit Advices will not be held at the Payroll Department for individual pickup.

On Board Invoice (DBA 29), bill for December (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

- 21 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 22 BOARD MEETING

- 23 Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

Mail interim comments (Elementary, Middle, Secondary)

PAYDAY – Biweekly employees

## DECEMBER

- 24 **Winter Vacation (School)---December 24 through January 2, inclusive.**
- 28 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 30 PAYDAY – Twelve month and non-twelve month employees.

## JANUARY

### **ASSESSMENT INFORMATION:**

DiBELS: January 10 – 24 Grades: K - 3

PPS Reading Assessment January 10 – 24 Grades: K – 8 (9<sup>th</sup> grade students who were basic and below basic based on Grade 8 PSSA)

PPS Orals Proficient Level Test January 10 – 14:

International Studies Magnet Students: Grade 5

CAPA Students on block schedule in Level 3: Grade 10 – 11

CAPA Students in Level 4 or above who have not demonstrated a “proficient” level on a previous test: Grade 12

U. S. History (First Semester): January 10 – 28 Grade 8

Literacy Portfolio Review: Grades 9 – 12

Civics (First Semester) January 18 – 28 Grade 9

African American History (First Semester) January 18 – 28 Grade 9

World Cultures (First Semester) January 18 – 28 Grade 10

U.S. History (First Semester) January 18 – 28 Grade 11

PPS Orals Distinguished Level Test January 18 – 24 Grade 12

- 3 REQUISITIONS: The following preprinted requisitions for supply items should be entered into the computerized Purchasing System prior to Friday, January 14, 2005.

### PREPRINTED SUPPLY LISTS

(For March 2005 delivery)

List #1 - Administration Building

### INTERSCHOLASTIC ATHLETIC PREPRINTED SUPPLY LISTS

(For March 2005 delivery)

List #10- Physical & Health Education - Elementary/Middle/High School

List #12- First Aid Supplies for Athletic Teams

List #14- Physical Education – Swimming

Baseball Supplies

Football Supplies

Track Supplies

Tennis Supplies

Volleyball Supplies

Softball Supplies

Wrestling Supplies

Soccer Supplies

Basketball Supplies

## JANUARY

**REMINDER: SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS --**  
The report is to reflect all recorded transactions through the last day of December. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453, by January 31<sup>st</sup>.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Hold fire drill within the month of January.

- 4 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 5 The Monthly Fire Drill Report for the month of December is due in the Office and Information and Technology, Room 349.
- 6 PAYDAY – Biweekly employees
- 7 Observations and Conference Reports due in Executive Directors' Office.
- 10 Automobile Mileage Report (DBA -16) and Automobile Reimbursement Invoice (DBA -17) are due in Finance, Room 336.

Poor Work/Potential Failure Notices mailed

Post-General Registration for magnet schools and programs begins today. Parents must submit applications in person to the magnet school they are choosing. Acceptance is first-come, first-served for the remaining spaces. Call Westlynn Davis at 412-622-3952 for more information.

- 11 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 12 End of the fourth school month.

PAYDAY – Twelve month and non-twelve month employees.

PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/3/02 AND 9/4/02 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.



## JANUARY

- 13 Classes end, First Semester, Schenley Standard Evening School
- 17 **Observance of Dr. Martin Luther King's birthday--(Federal, State, School, and Board Holiday.)**
- 18 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 20 NO SYSTEM-WIDE PRINCIPALS' MEETING
- PAYDAY – Biweekly employees
- 24 Registration at Schenley High School for second semester from 6:30 p.m. to 9:30 p.m.
- 25 STUDENT DATA SYSTEM SPECIALIST – Please code all Institutional and Foster students on the RTI System. Code these students as they enroll in your school by completing the residential status field. Foster parents should not be entered on the natural parent screen; if the natural parent is not known, leave blank. Please keep all information up to date. Keep a separate list of these students for the survey.
- ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 26 BOARD MEETING
- 28 Closing of grades for the second report period

STUDENT DATA SYSTEM SPECIALIST: Prior to the Non-resident Institutional and Non-resident Foster Home Survey being received at the schools, please verify and update information in the RTI System. The information for each student must be complete. If the student is foster placed, the residential status field must contain "Foster". The foster parent information must be entered on the guardian screen, the natural parent information must be entered on the natural parent screen if the information is known; if it is not known, leave blank. For institutional students – the residential status field must contain "Institution". The institutional information is to be entered in the guardian screen. The natural parent information MUST be entered on the natural parent's screen. (The Natural Parent Guardian Screen is not to be left blank and do not put the institution's address and information onto this screen). DO NOT ENROLL ANY STUDENT FROM AN INSTITUTION UNLESS THEY

## JANUARY

PROVIDE A COMPLETE AND DETAILED STARS-101 FORM. Any questions should be directed to 622-3882 and 622-3874.

On Board Invoice (DBA 29), bill for January (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

Petty Cash reimbursement requests for purchases made through December 31, 2004 are due in Finance, Room 330. All requests pertaining to the fiscal year ended December 31, 2004, must be clearly marked "2004".

### 31 System-wide Teacher In-Service -- Student Vacation Day.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

December 31, 2004, Fourth Quarter Financial Reports due to Controller's and Executive Directors' Offices.

The Monthly Fire Drill Report for the month of January is due in Office and Information and Technology, Room 349, by Friday, February 11, 2005.

PAYDAY – Twelve month and non-twelve month employees.

SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS -- The report is to reflect all recorded transactions through the last day of December. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453, by January 31<sup>st</sup>.

## FEBRUARY

### **ASSESSMENT INFORMATION:**

PASS Science Assessment: February 7 – 18 Grade: 5, 8, 11

PSSA Writing Field Test: February 14 – 23 Grade: 5, 8

PSSA Writing: February 14 – 23 Grade 11

PSSA Portfolio Review: February – April Grade 12

Literacy Portfolio Review: Grades 9 – 12

Mathematics Standards Based Assessment February 28 – March 18  
Grades: K – 8

- 1 System-wide Teacher In-Service -- Student Vacation Day.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 2 Hold fire drill within the month of February.

- 3 PAYDAY – Biweekly employees

- 4 REQUISITIONS: The following preprinted requisitions for supply items should be entered into the Computerized Purchasing System prior to Friday, February 11, 2005.

### PREPRINTED SUPPLY LISTS

(For April 2005 delivery)

List #5 – Custodian

List #15 – General Supplies – Elementary

List #16 – Principal's Office & Teachers

List #17 – Printed Forms

List #19 – School Health – Medical

List #21 – Schoolroom

### DIRECT PURCHASE – GRADUATION

(For May 2005 delivery)

High School – Commencement Diplomas and Certificates  
(Include alphabetical list of names of graduates)

High School – Commencement Invitations  
(Order 15 for each graduate)

High School – Commencement Programs  
(Order 10 for each graduate)

## FEBRUARY

STUDENT DATA SYSTEM SPECIALIST: Prior to the Non-resident Institutional and Non-resident Foster Home Survey being received at the schools, please verify and update information in the RTI System. The information for each student must be complete. If the student is foster placed, the residential status field must contain "Foster". The foster parent information must be entered on the guardian screen, the natural parent information must be entered on the natural parent screen if the information is known; if it is not know, leave blank. For institutional students – the residential status field must contain "Institution". The institutional information is to be entered in the guardian screen. The natural parent information MUST be entered on the natural parent's screen. (The Natural Parent Guardian Screen is not to be left blank and do not put the institution's address and information onto this screen). DO NOT ENROLL ANY STUDENT FROM AN INSTITUTION UNLESS THEY PROVIDE A COMPLETE AND DETAILED STARS-101 FORM. Any questions should be directed to 622-3882 and 622-3874.

PRINCIPAL – During the month of February you will receive a preliminary Non-Residential Institutional and Non-Resident Foster Home Survey Form to report non-resident students who are or were enrolled in your school for the 2004-2005 school year. Please FOLLOW DIRECTIONS printed on the back of the survey. During the month of May, the final survey will be returned to you for completion.

Form S50---APPLICATION FOR PERMIT---Please note: Form S50 has been revised to reflect new board regulations approved November 27, 1991. All permits must be submitted on the form marked Revised 6/92 or later. ALL PERMITS ARE TO BE TYPEWRITTEN. BE SURE TO INCLUDE EVERY SPECIFIC DATE covered by the permit. The principal or the building administrator and the person to whom the permit is issued must sign all copies after all the necessary information has been typed in, including charge, if any. In addition, it is imperative that application for permit contain a street address for the permit and NOT A POST OFFICE BOX NUMBER. No outside organization may use the school's address and telephone number for their mailing address on the permit. Addresses should be verified by the permit clerk at the time the application is made by examining a driver's license or other acceptable identification in the case of an individual, and by comparing the letterhead with the telephone directory listing in the case of an organization. Permits for continuing use may not be issued for more than a semester at a time.

School Principals may issue permits directly without further approval for school activities where overtime is not involved. All copies of the permit

## FEBRUARY

should be signed by the principal and given to the applicant and other copies distributed as indicated on the permit.

Permits which involve rental or custodian fees or outside organizations must be sent to the Operations Office for approval and billing. Any questions should be directed to the Operations Office.

Purchase order release forms and receiver's reports for goods and materials received through December 31, 2004 are due in Finance, Room 326.

Career and Technical Education teachers of Skill Centered Programs – Career Objective Forms for new second semester students enrolled in a reimbursable Vocational Education Program must be completed (refer to September 6).

### PRINCIPAL, STUDENT DATA SYSTEM SPECIALIST, PUPIL SERVICE STAFF:

Do not enroll any student from an institution without a complete and detailed STARS-101 form. No information is to be left blank. The institutional liaison is responsible to complete all of the information on the form. The following are current institutions in the School District of Pittsburgh: Spectrum Family Network (a.k.a. Alternative Program Associates), Circle C, Craffhouse, Lutheran Youth & Family Services, Glade Run Lutheran Services, Whale's Tale, Southside RTF, etc. Any student enrolled from any of these institutions MUST have the Institution Liaison complete the STARS-101 form. A copy of the STARS-101 form is to be mailed to Room 349, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213. Any questions should be directed to 622-3882 and 622-3874.

STUDENT DATA SYSTEMS SPECIALIST: Prior to the preliminary Non-resident Institutional and Non-resident Foster Home survey being received in the schools, please verify and update information on the RTI System.

PLEASE NOTE: Do not enroll any student from any institution without the complete and detailed STARS-101. This MUST include the parent/guardian information. A copy of the STARS-101 MUST be sent to Room 349, Board of Public Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

## **FEBRUARY**

Schools offering classes to students from parochial schools should immediately identify non-resident students and report these students to Mrs. Tracy Bailey at 622-3874. Please review the billing procedures outlined in the annual tuition memorandum published by the Office of Business Affairs. A Pittsburgh zone number does not necessarily mean that the pupil is a resident of the city.

It is required that a fire drill be conducted every calendar month. The fire drill should be noted on the Monthly Fire Drill Report, which is submitted to the Office and Information and Technology each month. Date for fire drills must agree with the Custodian's Fire Report. Fire drills in evening schools are mandatory. Certain departments are liable for a compiled quarterly fire drill report that is due in the Office and Information and Technology on the 15<sup>th</sup> of December—March—June—September.

**The School System Schools:** DAILY ABSENCE AND TARDY REPORTS must be kept for six years. These forms will show every pupil who attended your school this past semester. Wrap securely and store in a safe place until required by State Auditors.

4 Observation Conference Reports due to Executive Directors' Offices

7 Distribute Report Cards to Students

Automobile Mileage Report (DBA-16) and Automobile Reimbursement Inventory (DBA-17) are due in Finance, Room 336.

Voucher Requests (DBA-1) and requests for payments of authorized contracts (DBA-2) for purchases made through December 21, 2004, are due in Finance, Room 326. All requests pertaining to the fiscal year ended December 31, 2004, must be clearly marked "2004".

The Monthly Fire Drill Report for the month of January is due in Office and Information and Technology, Room 349.

Schenley Standard Evening School registration begins and will continue through the 17<sup>th</sup>.

First day of classes for second semester for Schenley Standard Evening School.

8 **ATTENTION TRANSPORTATION CONTACT PEOPLE:** Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

## **FEBRUARY**

- 11 STUDENT DATA SYSTEM SPECIALIST – Please code all Institutional and Foster students on the RTI System. Code these students as they enroll in your school by completing the residential status field. Foster parents should not be entered on the natural parent screen; if the natural parent is not known, leave blank. Please keep all information up to date. Keep a separate list of these students for the survey.

Payroll worksheets for Elementary, Middle, Magnet and High School Intramurals (winter season) are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for High School boys and girls basketball, boys and girls swimming and wrestling are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for Middle School boys and girls basketball and boys and girls swimming are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Coaches' payroll worksheets for Magnet Schools boys and girls basketball, and where applicable, boys and girls swimming are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for High School boys and girls basketball, boys and girls swimming and wrestling are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for Middle School boys and girls basketball and boys and girls swimming are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

Faculty Managers of Athletics payroll worksheets for Magnet school boys and girls basketball, and where applicable, boys and girls swimming are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213.

- 14 End of the fifth school month.

## FEBRUARY

- 15 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

PAYDAY – Twelve month and non-twelve month employees.

REQUISITIONS: All requisitions for processing against the Supplemental Funds that end June 30, 2005, must be received in Budget Development and Management no later than February 27, 2005.

- 17 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/01/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.

PAYDAY – Biweekly employees

- 21 System-wide Teacher In-Service -- Student Vacation Day.

Non-workday for Paraprofessionals

- 22 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 23 The Fire Drill Report for the month of February is due in the Office and Information and Technology, Room 349, by Wednesday, March 5, 2005.

BOARD MEETING

- 24 System-wide Principals' Meeting at PFT at 8:00 AM

- 27 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

REQUISITIONS: Last day for submitting requisitions to Budget for processing against Supplemental Funds that end June 30, 2005.

On Board Invoice (DBA 29), bill for February (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools



## **FEBRUARY**

and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

28 PAYDAY – Twelve month and non-twelve month employees.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

## MARCH

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades 9 – 12

Terra Nova Reading/Language Arts and Mathematics March 29 – April 19  
Grades 1, 2, 6, 7

Terra Nova Reading/Language Arts Only March 29 – April 19 Grade 4

New Standards Reference Exam in Math Only March 29 – April 19 Grade 4

- 1 ATTENTION TRANSPORTATION CONTACT PEOPLE: Bus Evacuation drills for contracted buses are to be conducted on school grounds during the first week of the first school term and during the month of March. Bus evacuation drills are to be performed for all contracted buses. For any information and forms, contact Pupil Transportation.  
  
ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 3 All Career Objective Forms (refer to February 4) are to be collected by the Teachers of Cooperative Work Experience, reviewed and filed in the Office of Career and Technical Education (refer to October 4).  
  
PAYDAY – Biweekly employees
- 4 Observation and Conference Reports due to Executive Directors' Offices.  
  
The Monthly Fire Drill Report for the month of February is due in the Office and Information and Technology, Room 349.
- 7 Closure for interim comments (Elementary, Middle, Secondary)
- 8 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)  
  
Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.
- 11 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/01/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.  
  
Interim reports mailed to parents.
- 15 PAYDAY – Twelve month and non-twelve month employees.

## MARCH

End of sixth school month.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

17 PAYDAY – Biweekly employees

22 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

System-wide Principals' Meeting at PFT at 8:00 AM

23 BOARD MEETING

24 **Spring Vacation (School) – March 24 through March 28, inclusive.**

25 On Board Invoice (DBA 29), bill for March (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

29 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

31 PAYDAY – Twelve month and non-twelve month employees.

The Monthly Fire Drill Report is due in the Office and Information and Technology, Room 349, by Monday, April 5, 2005.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

## APRIL

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades 9 – 12

Stanford English Language Proficiency Assessment (ESL Only) April/May (TBD by PDE) Grades K – 12

New Standards Reference Exam in English/Language Arts & Math April 4 – 19 Grade 10

PSSA Reading & Mathematics (via CTB not DRC) April 4 -15 Grade 3 Only

PSSA Reading & Mathematics Operational Test April 4 – 15 Grade 5, 8, 11

PSSA Reading & Mathematics Field Test April 4 – 15 Grade 4, 6, 7

Terra Nova Reading/Language Arts & Mathematics April 4 – 19 Grade 9

Visual Arts Portfolio Grade 8, 10

PPS Orals Proficient Level (8<sup>th</sup> Graders in a sequential program & Frick students) April 20 – May 11

PPS Orals Proficient Level Test April 20 – May 11 Grade 9

PPS Orals Proficient Level Test April 20 – May 11 (Students in Level 3) Grade 10, 11

PPS Orals Proficient Level Test (Students in Level 3 and seniors in Level 4 or above who have not demonstrated a “proficient” level on a previous test.) Grade 12

PPSA Portfolio Review (Students who were not proficient on a previous test) Grade 12

National Occupancy Competency Testing Institute (NOCTI) Grade 12

- 1 Hold fire drill within the month of April.

REQUISITIONS: The following preprinted requisitions for supply items should be entered into the Computerized Purchasing System prior to Friday, April 15, 2005.

### PREPRINTED SUPPLY LISTS

(For May 2005 delivery)

List #1 – Administration Building

List #6 – Home Economics

List #4 – Business Education

List #7 – Kindergarten (Child Development)

Home Economics – Family & Consumer Science (Dishes)

Home Economics – Family & Consumer Science Supplies

Food Service

Requisitions for magazine subscriptions to begin in September 2005 for all educational programs must be entered into the Computerized Purchasing System prior to Friday, April 16, 2005.

## APRIL

Observation and Conference Reports Due in Executive Directors' Offices.

**REMINDER: SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS --**

The report is to reflect all recorded transactions through the last day of March. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453, by April 29<sup>th</sup>.

- 5 ATTENTION TRANSPORTATION CONTACT PEOPLE: School Bus Evacuation Drill Report due today.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

The Monthly Fire Drill Report for the month of March is due in the Office and Information and Technology, Room 349.

- 8 Automobile Mileage Report (DBA -16) and Automobile Reimbursement Invoice (DBA -17) are due in Finance, Room 336.

- 11 Closing of grades for the third report period.

- 12 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 14 PAYDAY – Biweekly employees

- 15 DAY – Twelve month and non-twelve month employees.

End of the seventh school month.

- 19 PUPIL SERVICE/STUDENT DATA SYSTEM SPECIALIST – PLEASE REFER TO 9/01/04 AND 9/17/04 REGARDING INSTITUTIONAL STUDENTS AND FOSTER HOME STUDENTS.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 19 Distribute Reports Cards to students.

- 25 PRINCIPAL – During the month of MAY you will receive the FINAL NON-RESIDENT INSTITUTIONAL AND FINAL NON-RESIDENT FOSTER HOME SURVEY PACKET. In addition, you will also receive forms for reporting

## APRIL

full-time and part-time parochial and private school Non-Resident students. Please complete all information as per instructions included with packet; sign the surveys and return the packet by the due date.

All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

Enroll all anticipated kindergarten students for the 2005-2005 school year through the RTI System. Use the Anticipated Enrollment procedure. Refer all questions to the Office and Information and Technology Call Center 390.2790.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

27 BOARD MEETING

28 System-wide Principals' Meeting at PFT at 8:00 AM

PAYDAY – Biweekly employees

29 Quarterly Strategic Planning Steering Committee Meeting:  
6:00-8:00 p.m.-Conference Room A

PAYDAY – Twelve month and non-twelve month employees.

Elementary and Middle Promotion Activities due in Executive Directors' Offices.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

On Board Invoice (DBA 29), bill for April (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance

## APRIL

Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

Payroll worksheets for Elementary, Middle, Magnet and High School Intramurals (spring season) are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Coaches' payroll worksheets for High School boys baseball, boys and girls track, girls softball, boys tennis and boys volleyball are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Coaches' payroll worksheets for Middle School boys and girls soccer and wrestling are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Coaches' payroll worksheets for Magnet School boys and girls soccer are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Faculty Managers of Athletics payroll worksheets for High School boys baseball, boys and girls track, girls softball, boys tennis and boys volleyball are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Faculty Managers of Athletics payroll worksheets for Middle School boys and girls soccer and wrestling are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

Faculty Managers of Athletics payroll worksheets for Magnet School boys and girls soccer are due to: Vernon B. Phillips, Jr., Interscholastic Athletics, Room 436, Board of Education, 341 S. Bellefield Avenue, Pittsburgh PA 15213

## MAY

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades 9 - 12

Mathematics Standard Based May 24 – June 10 Grades K – 8

DiBELS May 9 – 23 Grades K – 3

PPS Reading Assessment May 9 – 23 Grades K – 8 (9<sup>th</sup> graders who were Basic & Below basic based on grade 8 PSSA)

U.S. History (Second Semester) May 9 – 20 Grade 8

Graduation Project (Completion) May – June Grade 12

- 2 Hold fire drill within the month of May/June.

Graduation Project (Grades 9-12) begins-due date will be established in-house

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 4 All student enrollments, re-entries, and withdrawals must be processed through the RTI System as they occur. All student information must be updated as soon as possible.

- 6 The Monthly Fire Drill for the month of April is due in the Office and Information and Technology, Room 349.

Observations and Conference Reports due to the Executive Directors' Offices.

- 9 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.

- 10 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 12 PAYDAY – Biweekly employees

Closure for Interim Comments (Elementary, Middle, Secondary)

- 13 End of eighth school month.

PAYDAY – Twelve month and non-twelve month employees.

- 16 Request certificates for School Volunteer Appreciation from Communication & Marketing.



## MAY

17 **Vacation Day**

19 Mail Interim Reports (Elementary, Middle, Secondary)

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

20 MUSICAL INSTRUMENTS: Now is the time to request the repair for musical instruments to be picked up prior to the end of school for repair during the summer. This equipment will be repaired and returned to your school for use once your staff returns in the fall. To make arrangements for the pick-up of musical instruments in need of repair, an electronic Equipment Repair Request should be submitted through the General Services/Purchasing section of the School District web site.

AUDIO-VISUAL EQUIPMENT: Now is the time to request the repair of audio-visual equipment to be picked up prior to the end of school for repair during the summer. This equipment will be repaired and returned to your school for use once your staff returns in the fall. To make arrangements for pick-up of audio-visual equipment in need of repair, an electronic Equipment Repair Request should be submitted through the General Services/Purchasing section of the School District web site.

Medical Transportation -- The parents of students who are presently receiving medical transportation should be reminded that they must reapply for September if they wish to renew medical transportation.

23 Pittsburgh Public Schools Week (May 23 – 27)

24 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

Update the Anticipated School and Anticipated Grade field on the RTI System for year end promotions and transfers. Be sure to update the Anticipated School field on the Inquiry screen for seniors who plan to attend Summer School, failures, and Special Education seniors who are expected to return next year. Do not use the transfer function to anticipate students for the 2005-2005 school year. Please refer all questions to the Office and Information and Technology Call Center at **390.2790**.

25 BOARD MEETING

**MAY**

26 System-wide Principals' Meeting at PFT at 8:00 AM

Take your Father to School Day Kick Off Rally – 6:00 PM Conference Room A

PAYDAY – Biweekly employees

27 Take Your Father to School Day

28 On Board Invoice (DBA 29), bill for May (or correct month) any outside school district, patron, or organization accepting responsibility for the payment of tuition for any student who attends the Pittsburgh Public Schools and maintains a permanent residence outside the Public School District. Send the blue copy of this invoice to Finance-Room 336-Administration Building. Payment is to be mailed directly to Finance-Room 336. A Tuition Agreement signed by the patron or authorized personnel of the outside school district or organization should be maintained in the school files. All other tuition collections are to be made by the schools and submitted for deposit to Finance, accompanied by Tuition Remittance Form S19. In such cases, a Tuition Agreement shall be signed by the responsible adult.

Check with the Library Information Specialist in your building to see that he/she has sent the MONTHLY CIRCULATION STATISTICS card and COMPLETED REVIEW BOOKS TO LIBRARY SERVICES in Room 127 at Connelley.

30 **Memorial Day -- (Federal, State, School, and Board holiday).**

31 PAYDAY – Twelve month and non-twelve month employees.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

## JUNE

### **ASSESSMENT INFORMATION:**

Literacy Portfolio Review: Grades K – 8

Literacy Portfolio Review: Grades 9 – 12

District Wide Algebra 1 Final Examination June 1 – 10 Grade 8

District Wide Algebra 1 Final Examination June 7 – 14 Grade 9

District Wide Geometry Final Examination June 7 – 14 Grade 10

African American History (Second Semester) June 6 – 15 Grade 9

Civics (Second Semester) June 6 – 15 Grade 9

World Cultures (Second Semester) June 6 – 15 Grade 10

U.S. History (Second Semester) June 6 -15 Grade 11

District Wide Algebra 2 Final Examination June 7 – 14 Grade 11

District Wide Elementary Functions Final Examination June 7–14 Grade 12

Graduation Project Completion – Grade 12

- 1 TEXTBOOKS: All requisitions for textbooks needed for September 2005 must be received by Finance for review no later than June 17, 2005.
- 3 Observation and Conference Reports due to Executive Directors' Offices.
- 5 Celebration of Literacy at Three Rivers Arts Festival
- 7 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)
- 8 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.
- 9 PAYDAY – Biweekly employees  
  
Retirees Tea/Reception-Frick Art Museum - 4 pm  
  
Last day of classes at Schenley Evening School.  
  
PAYDAY – Teachers only.
- 14 SECONDARY, MIDDLE, ELEMENTARY AND SPECIAL SCHOOLS -- QUARTERLY REPORTS ON SCHOOL ACTIVITY ACCOUNTS -- The report is to reflect all recorded transactions through the last day of June. The Quarterly Report is to be submitted, by the Principal and Treasurer, to your Executive Director and the School Controller's Office, in the Administration Building, Room 453, by September 30<sup>th</sup>.

## JUNE

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 15 PAYDAY – Twelve month employees only.

The Monthly Fire Drill Report for the month of May/June is due in the Office and Information and Technology, Room, 349, by Friday, June 20, 2005.

- 16 End of ninth school month.

PAYDAY – Non-twelve month employees only.

Closing of Grades for 4<sup>th</sup> Report Period

ELEMENTARY, MIDDLE, AND SECONDARY SCHOOLS -- Last day of school. (182) school days --adjustments may be necessary for snow days or other emergencies.

Check with the LIBRARY INFORMATION SPECIALIST in your building to see that he/she has sent the Monthly Circulation Statistics card and Completed Review Books to LIBRARY SERVICES.

- 17 All Levels -- Clerical Organization Day.

- 20 PAYDAY – Teachers only.

All Levels -- Clerical Organization Day.

Last workday for Paraprofessionals.

- 21 ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

- 22 BOARD MEETING

- 23 PAYDAY – Biweekly employees

- 24 Mail Report Cards

- 27 Elementary and Middle Summer School begins.

ATTENTION TRANSPORTATION CONTACT PEOPLE: Weekly Vehicle Time Check Report due. (Refer to Pupil Transportation Manual.)

**JUNE**

30 PAYDAY – Twelve month employees only.

## JULY

- 1 Observation and Conference Reports due to the Executive Directors' Offices.
- 4 **Independence Day -- (Federal, State, and Board Holiday).**
- 7 PAYDAY – Non-twelve month employees only.
- 8 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.
- 10 Quarterly Strategic Planning Steering Committee Meeting:  
6:00-8:00 p.m.-Conference Room A
- 15 PAYDAY -- Twelve month employees only.
- 21 PAYDAY – Non-twelve month employees only.
- 27 BOARD MEETING
- 29 PAYDAY -- Twelve month employees only.

## AUGUST

- 9 Automobile Mileage Report (DBA-16) and Automobile Reimbursement Invoice (DBA-17) are due in Finance, Room 336.
- 15 PAYDAY -- Twelve month employees only.
- 24 BOARD MEETING
- 31 PAYDAY -- Twelve month employees only.

# INSTRUCTIONS FOR KEEPING ENROLLMENT, MEMBERSHIP AND ATTENDANCE RECORDS

## DEFINITIONS

### **ENROLLMENT**

Enrollment is determined by the total number of different pupils entered on the roll of the school district concerned. The first day of enrollment is the first day of instruction for the pupils. The Pennsylvania Department of Public Instruction states, "Pupil instruction time means time spent in the regular or formal school program and related activities." All pupils must be enrolled the first day, if they belong in school that day, regardless of whether they arrive physically or not. Pupils who are transferred into a school, for any reason, should be enrolled on the day after their withdrawal date from the transferring school. Enrollment is the sum of all the different pupils admitted to the school system.

### **MEMBERSHIP** (Called live-enrollment on many forms)

Membership is the number of pupils belonging to a school at any given time. Membership is an ever-changing number and is determined by subtracting the total withdrawals from the total entries and re-entries. Membership is the actual number of students who should be in the school on any given day.

### **ATTENDANCE**

Attendance is the presence of a pupil on a day when school is in session. Attendance for any particular day can be determined by subtracting the total number of absences for that day from the total membership of that day.

### **INSTRUCTIONAL DAY**

An Instructional Day means a day in which pupils spend time in the regular or formal school program and related activities. In general, when both pupils and teachers are functioning within a school, it can be classified as an instruction day.



# INSTRUCTIONS FOR KEEPING ENROLLMENT, MEMBERSHIP AND ATTENDANCE RECORDS

## INSTRUCTIONS

In order to conform to the Pennsylvania School Laws, our school calendar must be based on a twenty-pupil-instruction-days period. The 2004-2005 school year attendance records will consist of eight consecutive months of twenty days each and one month of twenty-two days for the 182 school days. The ten days in which teachers are in school without pupils are completely separate from the attendance reports.

## RACIAL/ETHNIC CATEGORIES

**Asian or Pacific Islander**: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Philippine Islands, and Samoa.

**African-American, not of Hispanic Origin**: A person having origins in any of the black racial groups in Africa.

**Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native**: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**White, not of Hispanic Origin**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Enroll all students that should be in your school with an "E1" in the homeroom roll book on September 2, 2004. Teacher-only days are not recorded on the attendance records.

The status of all students who have not arrived physically should be determined as soon as possible. If the student is a member of another school, or has moved from the school district, withdraw him from the roll the day he left the district. A student cannot be counted as a member in two different schools or districts at the same time. Students should not be carried as a member into the second school month, unless it has been determined that he should be in your school.

**PITTSBURGH PUBLIC SCHOOLS**  
**OFFICE AND INFORMATION AND TECHNOLOGY**  
**Monthly Fire Drill Report**

According to Section 1517 of the School Laws of Pennsylvania, fire drills must be conducted at least once a month.

SCHOOL NAME: \_\_\_\_\_

MONTH: \_\_\_\_\_

DATE OF FIRE DRILL: \_\_\_\_\_

TIME OF DAY: \_\_\_\_\_

TIME REQUIRED: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

**DUE DATE:** The Monthly Fire Drill Report is due in Room 349, Administration Building OR Faxed to 412-622-3887, at the end of the each calendar month.