SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Leadership and Learning  

REQUEST FOR MIMIMUM 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.  

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MINIMUM DAYS 2018-19 - THESE WOULD INCLUDE:  
- Parent/Teacher Conferences  
- PLC  
- Cluster Collaboratives  
- Early Intervention Parent/Teacher Conferences (early October)  

ELEMENTARY SCHOOLS  

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<tr>
<th>School</th>
<th>Principal</th>
<th>Date</th>
<th>Signature</th>
<th>Email</th>
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Our school requests the following dates for a minimum day schedule/parent-teacher conferences:  

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<th>DATE</th>
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Dismissal Time: ______________________________  
Bus Departure Time ______________________________