

ADMINISTRATIVE CIRCULAR NO. 82
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 22, 2017

To: Principals and Division or Department Heads and San Diego Education Association Representatives

Subject: 2017-2018 DESIGNATION OF TEACHER PREPARATION DAYS

Department and/or Persons Concerned: Principals, Division and Department Heads, and Certificated Unit Members

Due Date: June 30, 2017

Action Requested: Single-track, year-round school sites will select four preparation days for 2017-2018.
No action is required by traditional calendar school sites.

Brief Explanation:

Preparation Days for Traditional Calendar School Sites:

Teacher preparation days for traditional calendar school sites in 2017-2018 are pre-designated as August 23, 24, 25, 2017 and June 14, 2018. These days are identified on the attached traditional school site base teacher schedule for 2017-2018 (Attachment 1). This circular requires no action by traditional calendar school sites.

Preparation Days for Year-Round School Sites:

1. Principals and certificated unit members at each year-round school site must mutually agree on the placement of four preparation dates in the 2017-2018 contract year which is from July 1, 2017 to June 30, 2018.
2. Using the options provided on the Google Doc, Designation of 2017-18 Teacher Preparation Days, identify the four preparation days selected for your school site. The Google Doc has been emailed to year-round school principals and is posted on the Principals' Page. In an effort to align contract start dates (August 28, 2017) for newly hired teachers and temporary contracts, the following dates are suggested: August 23, 24, 25, 2017 and

April 25, 2018, (Option A). Remember, preparation days can only be selected from non-student and non-work days identified on the attached calendar. A copy of the single-track, year-round school site base teacher schedule for 2017-2018 is attached to this circular for reference (Attachment 2).

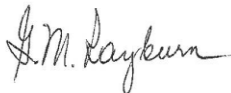
- a. For programs other than school sites please see below: Unit members assigned to the Central Office will be designated, by mutual agreement between the principal and certificated staff within the program or area. The preparation days must be between July 1, 2017 and June 30, 2018.
- b. Traditional preschool sites will be designated August 23, 24, 25, 2017 and June 11, 2018.
- c. Year-round preschool sites will be designated August 23, 24, 25, 2017 and the day following the last student attendance day of the 2017-2018 work year.
- d. 12-Month Early Childhood Education unit members will be designated August 23, 24, 25, 2017 and June 14, 2018.

Year-round school sites please respond via Google Docs with your selection by Friday, June 30, 2017.

Questions pertaining to placement of the preparation days may be directed to Tabatha Rodriguez at (619) 725-7736, or by e-mail to trodriguez1@sandi.net

Sue Weir
Director, Payroll/Employee Benefits

APPROVED:



Gamy Rayburn
Interim Chief Financial Officer

SW: pa

Attachments: (2)

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2017-2018 School Year Calendar
Certificated Traditional Schedule**

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days

184 Days - Certificated (Traditional)

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS						
JULY	3	H/4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		Jul	0			
AUGUST		1	2	3	4	7	8	9	10	11								P/23	P/24	P/25	28	29	30	31	Aug	7	
SEPTEMBER					1 X	H/4	5 X	6 X	7 X	8 X	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep	20
OCTOBER	2 X	3 X	4 X	5 X	6 X	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			Oct	22	
NOVEMBER			1 X	2 X	3 X	6	7	8	9	H/10	13	14	15	16	17	20	21	22	H/23	H/24	27	28	29	30	Nov	16	
DECEMBER					1 X	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	H/26	27	28	29	Dec	11
JANUARY	H/1	H/2	3 X	4 X	5 X	8	9	10	11	12	H/15	16	17	18	19	22	23	24	25	26	29	30	31		Jan	20	
FEBRUARY				1 X	2 X	5	6	7	8	9	12	13	14	15	H/16	H/19	20	21	22	23	26	27	28		Feb	18	
MARCH				1 X	2 X	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Mar	17
APRIL	2 X	3 X	4 X	5 X	6 X	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				Apr	21	
MAY		1 X	2 X	3 X	4 X	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	H/28	29	30	31	May	22	
JUNE					1 X	4	5	6	7	8	11	12	13	P/14	15	18	19	20	21	22	25	26	27	28	29	Jun	10
																									Total	184	

Time and Labor Calendar = C10 TCERT

**SAN DIEGO UNIFIED SCHOOL DISTRICT
2016-2017 School Year Calendar
Certificated Year-Round Schedule**

Attachment 2

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days

184 Days - Certificated (Year-Round)

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS	
JULY					1 X	H/4	5 X	6 X	7 X	8 X	11 X	12 X	13 X	14 X	15 X	18 X	19 X	20 X	21 X	22	25	26	27	28	29	Jul	14
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	P/24 X	P/25 X	P/26 X	29 X	30 X	31 X			Aug	6
SEPTEMBER				1 X	2 X	H/5	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19 X	20 X	21 X	22 X	23	26 X	27 X	28 X	29 X	30 X	Sep	21
OCTOBER	3 X	4 X	5 X	6 X	7 X	10 X	11 X	12 X	13 X	14 X	17 X	18 X	19 X	20 X	21 X	24 X	25 X	26 X	27 X	28 X	31 X					Oct	21
NOVEMBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	H/11	14 X	15 X	16 X	17 X	18 X	21	22	23	H/24 X	H/25 X	28 X	29 X	30 X			Nov	16
DECEMBER				1 X	2 X	5 X	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19	20	21	22	H/23	H/26	27	28	29	H/30	Dec	12
JANUARY	H/2	3	4	5	6	9	10	11	12	13	H/16	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	30 X	31 X				Jan	11
FEBRUARY			1 X	2 X	3 X	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	H/17	H/20	21 X	22 X	23 X	24 X	27 X	28 X				Feb	18
MARCH			1 X	2 X	3 X	6 X	7 X	8 X	9 X	10 X	13 X	14 X	15 X	16 X	17 X	20 X	21 X	22 X	23 X	24 X	27	28	29	30	31	Mar	18
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	P/25 X	26 X	27 X	28 X						Apr	4
MAY	1 X	2 X	3 X	4 X	5 X	8 X	9 X	10 X	11 X	12 X	15 X	16 X	17 X	18 X	19 X	22 X	23 X	24 X	25 X	26	H/29	30 X	31 X			May	21
JUNE				1 X	2 X	5 X	6 X	7 X	8 X	9 X	12 X	13 X	14 X	15 X	16 X	19 X	20 X	21 X	22 X	23 X	26 X	27 X	28 X	29 X	30 X	Jun	22
																										Total	184

Time and Labor Calendar = C10 YCERT

NOTE: Four teacher preparation days must be designated at each school by agreement between the principal and certificated staff and must be taken between July 1, 2016 and June 30, 2017.