

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of Leadership and Learning

**REQUEST FOR MINIMUM DAYS: 2018-19**  
**SECONDARY SCHOOLS**

Please complete this request form and forward a copy to each of the following individuals/departments **no later than April 27, 2018 (for both 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)

It is requested that schools sharing transportation services request the same dates. **Please do not notify parents, staff, or students of the minimum day schedule until written confirmation is received from Transportation Services.**

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.

Please make every effort to minimize any changes as this involves multiple departments. Due to budget constraints Transportation Services may not be able to support changes after the deadline.

**REQUEST FOR MINIMUM DAYS: 2018-19 THESE COULD INCLUDE:**

- PLC
- Cluster Collaboratives
- Staff In-Service/Planning
- Parent Teacher Conferences

**SECONDARY SCHOOLS**

**School:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Our school requests the following days for a minimum day schedule

DATE	PURPOSE	DATE	PURPOSE

Dismissal Time: \_\_\_\_\_

Bus Departure Time (allow for lunch): \_\_\_\_\_

Do you want the late-activity buses cancelled? (circle one):      Yes      No