



**TO: ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGERS  
ASSOCIATE SCHOOL FOOD SERVICE MANAGERS  
SCHOOL FOOD SERVICE MANAGERS**

**FROM: Alex Greer**

**SUBJECT: 2010-2011 School Year Schedule For Submission of the Report of Meals Served and Cash Receipts Worksheets**

**DATE: September, 2010**

**FIELD OFFICE COPY**

| <u>WEEK ENDING/FRIDAY</u>   | <u>REPORTING DAYS</u> | <u>PICK-UP WEEK</u> *       |
|---|-----------------------|-----------------------------|
| September 10  | 1                     | September 20 – September 24 |
| September 17  | 5                     | September 27 – October 01   |
| September 24  | 5                     | October 04 – October 08     |
| October 01  | 5                     | October 12 – October 15     |
| <b>September 09 – 10 – School Closed –Rosh Hashanah</b>   |                       |                             |
| <b>October 11 – School Closed – Columbus Day</b>  |                       |                             |
| October 08  | 5                     | October 18 – October 22     |
| October 15  | 4                     | October 25 – October 29     |
| October 22  | 5                     | November 01 – November 05   |
| October 29  | 5                     | November 08 – November 12   |
| November 05   | 4                     | November 15 – November 19   |
| <b>November 2 – School Closed – Election Day ** - November 11 – School Closed – Veterans Day **</b>   |                       |                             |
| <b>November 25 – 26 – School Closed – Thanksgiving Recess – 2 Days</b>                                |                       |                             |
| November 12   | 4                     | November 22 – November 24   |
| November 19   | 5                     | November 29 – December 03   |
| November 26   | 3                     | December 06 – December 10   |
| December 03   | 5                     | December 13 – December 17   |
| December 10   | 5                     | December 20 – December 23   |
| December 17   | 5                     | January 03 – January 07     |
| <b>December 24 – 31 – School Closed – Christmas to New Year's Day – Winter Recess – 6 Days</b>        |                       |                             |
| December 24   | 4                     | January 10 – January 14     |
| January 07  | 5                     | January 18 – January 21     |
| January 14  | 5                     | January 24 – January 28     |
| <b>January 17 – School Closed – Dr. Martin L. King, Jr. Day</b>                                       |                       |                             |
| January 21  | 4                     | January 31 – February 04    |
| January 28  | 5                     | February 07 – February 11   |
| February 04   | 5                     | February 14 – February 18   |
| <b>February 21 – 25 – School Closed – G. Washington's Birthday – Mid-winter Recess – 5 Days</b>       |                       |                             |
| February 11   | 5                     | February 28 – March 04      |
| February 18   | 5                     | March 07 – March 11         |
| March 04  | 5                     | March 14 – March 18         |
| March 11  | 5                     | March 21 – March 25         |
| March 18  | 5                     | March 28 – April 01         |
| March 25  | 5                     | April 04 – April 08         |
| April 01  | 5                     | April 11 – April 15         |
| <b>April 18 – 26 – School Closed – Good Friday, Easter &amp; Passover – Spring Recess – 7 Days</b>    |                       |                             |
| April 08  | 5                     | April 27 – April 29         |
| April 15  | 5                     | May 02 – May 06             |
| April 29  | 5                     | May 09 – May 13             |
| May 06  | 5                     | May 16 – May 20             |
| May 13  | 5                     | May 23 – May 27             |
| May 20  | 5                     | May 31 – June 03            |
| May 27  | 5                     | June 06 – June 10           |
| <b>May 30 – School Closed – Memorial Day – June 09 – School Closed – Chancellor's Staff Day * * *</b> |                       |                             |
| June 03   | 4                     | June 13 – June 17           |
| June 10   | 4                     | June 20 – June 24           |
| June 17   | 5                     | June 27 – July 01           |
| June 24   | 3                     | July 05 – July 08           |
| July 01   | 2                     | July 05 – July 08           |

\* Forms are due at Headquarters on the pick-up day for your district according to Field Operations Weekly Pick-Up Schedule for 2010 – 2011 School Year.

\*\* Meals service may be provided in selected schools during this period.

\*\*\* Except Chancellor's Staff Day (June 9<sup>th</sup>) which will have only 4 reporting days