

THE NEW YORK CITY DEPARTMENT OF EDUCATION



ACCOUNTS RECEIVABLE UNIT
44-36 VERNON BOULEVARD
LONG ISLAND CITY, NEW YORK 11101

TO: PRINCIPALS OF PUBLIC SCHOOLS
PRINCIPALS OF NON-PUBLIC SCHOOLS
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 Weekly Report of Meals Served and Cash Receipts Worksheets

DATE: September, 2010

PRINCIPAL'S COPY

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