

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 9, 2008

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

Subject: 2008-09 DESIGNATION OF TEACHER PREPARATION DAYS

Department and/or Persons Concerned: Principals, division and department heads, and certificated unit members.

Due Date: June 20, 2008

Action Requested: Single-track sites will select four preparation days for 2008-09. No action is required by traditional calendar sites.

Brief Explanation:

PREPARATION DAYS FOR TRADITIONAL SITES:

Teacher preparation days for traditional sites in 2008-09 will be August 27-29, 2008 and June 16, 2009.

PREPARATION DAYS FOR YEAR-ROUND SITES:

1. Principals and certificated unit members at each single-track site must mutually agree on the placement of four preparation dates in the 2008-2009 contract year of July 1, 2008 to June 30, 2009
2. On Attachment 1, identify the four preparation days selected for your site. In an effort to align calendars to the dates that contracts will begin for newly hired teachers and temporary contracts on August 27, 2008, the following dates are suggested: August 27-29, 2008 and May 1, 2009.

For your convenience, a copy of the single-track, year-round calendar for 2008-09 is attached (Attachment 2).

Complete Attachment 1 and return by Friday, June 20, 2008, to the Payroll Department, Room 1150, Eugene Brucker Education Center.

Questions pertaining to placement of the preparation days or other payroll issues may be directed to Sue Weir at (619) 725-7717 or sweir@sandi.net.



William A. Kowba
Chief Financial Officer
Financial Operations Division

WAK:sw

Attachments

Distribution: Lists A, D, E, F, and S

**SAN DIEGO UNIFIED SCHOOL DISTRICT
Payroll Department**

DESIGNATION OF 2008-09 TEACHER PREPARATION DAYS

Single-Track Sites: Please select one of the three schedule options below:

Site Name: _____

- Option A**
 Preparation Day 1: Wednesday, August 27, 2008
 Preparation Day 2: Thursday, August 28, 2008
 Preparation Day 3: Friday, August 29, 2008
 Preparation Day 4: Friday, May 1, 2009

- Option B**
 Preparation Day 1: Tuesday, July 22, 2008
 Preparation Day 2: Wednesday, August 27, 2008
 Preparation Day 3: Thursday, August 28, 2008
 Preparation Day 4: Friday, August 29, 2008

- Option C**

Select any four preparation days from the list below by checking boxes.

- Tuesday, July 22, 2008 Friday, August 29, 2008
- Wednesday, August 27, 2008 Friday, May 1, 2009
- Thursday, August 28, 2008

Site Administrator: _____

Signature

For questions on your selections, whom do we contact? _____

Site Contact Name

Site Contact Telephone

Phone Extension

**Return Completed Form to:
Payroll, Room 1150, Eugene Brucker Education Center**

Due Date: Friday, June 20, 2008

