

THE UNIVERSITY OF THE STATE OF NEW YORK
 THE STATE EDUCATION DEPARTMENT
 STATE AID OFFICE
 ROOM 507 WEST WING, EDUCATION BUILDING
 ALBANY, NEW YORK 12234

**REQUEST TO OPERATE SPLIT/CURTAILED SESSIONS
 FOR PART OR ALL OF ONE SCHOOL YEAR**

A SPLIT/CURTAILED SESSION IS AN ELEMENTARY SCHOOL SESSION OF LESS THAN 5 HOURS, EXCLUSIVE OF LUNCH, OR A SECONDARY SCHOOL SESSION OF LESS THAN 5.5 HOURS, EXCLUSIVE OF LUNCH.

INSTRUCTIONS: Please submit a separate request for each building. A daily session of less than 4 hours, excluding lunch, in the elementary grades or 4.5 hours, excluding lunch, in the secondary grades will not be approved except in an extreme emergency. Permission to operate curtailed kindergarten sessions is not required unless any session is less than 2.5 hours. (NYCRR 175.5)

Name of District: _____ 6-Digit BEDS Code: _____

1. The school district requests permission to operate split/curtailed sessions in grades _____ of the _____ school building. The building will enroll a total of _____ pupils in grade _____ through grade _____ for the school year _____.
2. The split/curtailed sessions will be as follows:

Beginning Date _____ Ending Date _____

	Split/Curtailed Sessions		Net Instructional Time			
Grades**	Starts at	Ends at	Hours	Minutes	No. of Pupils Enrolled	No. of Rooms used

** List elementary and secondary grades on separate lines.

3. The number of classroom teachers who will be teaching in more than one session is _____. Attach the schedule for each such teacher and the justification for the schedule. Do not include kindergarten teachers who teach a 2.5-hour session in the morning and another 2.5-hour session in the afternoon.

4. The following steps have been taken to eliminate split/curtailed sessions:
- _____ a. attendance boundaries realigned;
 - _____ b. class schedules changed to make maximum use of building;
 - _____ c. overlapping sessions established in junior, middle and/or senior high school;
 - _____ d. elementary grades temporarily housed in the high school;
 - _____ e. contracted with another school district to house or educate children;
 - _____ f. temporary quarters rented;
 - _____ g. temporary or portable buildings to be completed by the following date: _____;
 - _____ h. building needs surveyed;
 - _____ i. preliminary building plans prepared or in preparation;
 - _____ j. preliminary building plans approved;
 - _____ k. bond issue approved by district vote;
 - _____ l. construction started: anticipated date of completion: _____;
 - _____ m. other (explain): _____.
5. Application () was () was not submitted for the past year. Permission () was () was not granted.
6. Including the past year, the district has operated split/curtailed sessions for _____ years.
7. Reorganization of our district () is () is not being considered.
8. The following factors prevent the immediate elimination of split/curtailed sessions. (Explain fully, using separate sheet, as necessary).
9. The following long-range plans will eliminate split/curtailed sessions. (Explain fully, using separate sheet, as necessary).

To the best of my knowledge, the foregoing information is true and accurate.

 Superintendent of Schools

 Date

Request Approved: _____

 Date

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