



**Office of Human Resources  
Employee Relations Division**

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

TO: School Secretaries and Building Administrators

FROM: Mary Anne Baum, Manager, Employee Relations

RE: **REVISED** Closing Dates 2020-21 SY and Opening/Closing Dates 2021-2022 SY

DATE: March 15, 2021

Please note the information below regarding ending and starting work dates for school building secretarial staff. The numbers reflect how many days' secretaries are required to work in the school year.

		Last Date 2020-21 School Year	First Day 2021-22 School Year	Last Date 2021-22 School Year
<b>Elementary</b>				
Secretary II - 218	Principal's Secretary	June 11, 2021	August 2, 2021	June 10, 2022
Secretary I - 218		June 11, 2021	August 2, 2021	June 10, 2022
<b>Middle School</b>				
Secretary II - 223	Principal's Secretary	June 18, 2021	August 2, 2021	June 17, 2022
Secretary I - 223	Records	June 18, 2021	August 2, 2021	June 17, 2022
	Records/Attendance	June 18, 2021	August 2, 2021	June 17, 2022
	Attendance only - 218	June 11, 2021	August 2, 2021	June 10, 2022
<b>High School</b>				
Secretary II - 228	Principal's Secretary	June 15, 2021	July 21, 2021	June 14, 2022
Secretary I	Records only	June 15, 2021	July 21, 2021	June 14, 2022
	Attendance only - 218	June 11, 2021	August 2, 2021	June 10, 2022
	Attendance/Records	June 15, 2021	July 21, 2021	June 14, 2022
	Discipline	June 15, 2021	July 21, 2021	June 14, 2022
	Attendance/Discipline	June 15, 2021	July 21, 2021	June 14, 2022
	Records Discipline	June 15, 2021	July 21, 2021	June 14, 2022
<b>Year-Round School</b>				
<b>Woodcrest</b>	(Remaining 10 days are worked during Intercession dates coordinated with principal)			
Secretary II & I	Elementary	June 11, 2021	July 16, 2021	June 17, 2022

*Human Resources Supporting Vision: Maximizing Human Capital for Student Success*

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.