



**Office of Human Resources
Employee Relations Division**

270 East State Street
Columbus, OH 43215
PH: (614) 365-5636
FAX: (614) 365-5741

employeerelations@columbus.k12.oh.us

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: Julie M. Pfeiffer, Director of Employee Relations
 RE: Closing Dates 2017-2018 SY and Opening/Closing Dates 2018-2019 SY
 DATE: April 9, 2018

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

		Last Date 2017-18 School Year	First Day 2018-19 School Year	Last Date 2018-19 School Year
Elementary				
Secretary II - 218	Principal's Secretary	June 11, 2018	August 1, 2018	June 11, 2019
Secretary I - 218		June 11, 2018	August 1, 2018	June 11, 2019
Middle School				
Secretary II - 223	Principal's Secretary	June 18, 2018	August 1, 2018	June 18, 2019
Secretary I - 223	Records	June 18, 2018	August 1, 2018	June 18, 2019
	Records/Attendance	June 18, 2018	August 1, 2018	June 18, 2019
	Attendance only - 218	June 11, 2018	August 1, 2018	June 11, 2019
High School				
Secretary II - 228	Principal's Secretary	June 15, 2018	July 23, 2018	June 14, 2019
Secretary I	Records only	June 15, 2018	July 23, 2018	June 14, 2019
	Attendance only - 218	June 11, 2018	August 1, 2018	June 11, 2019
	Attendance/Records	June 15, 2018	July 23, 2018	June 14, 2019
	Discipline	June 15, 2018	July 23, 2018	June 14, 2019
	Attendance/Discipline	June 15, 2018	July 23, 2018	June 14, 2019
	Records Discipline	June 15, 2018	July 23, 2018	June 14, 2019
Year-Round School				
Woodcrest				
Secretary II & I	Elementary	June 13, 2018	July 12, 2018 (pending)	June 11, 2019 (pending)

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.