



**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:** Closing Dates 2021-2022 SY and Opening/Closing Dates 2022-2023 SY

**DATE:** April 11, 2022

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 2021-22 School Year	First Day 2022-23 School Year	Last Date 2022-23 School Year
<b>Elementary</b>				
Secretary II - 218	Principal's Secretary	June 10, 2022	August 1, 2022	June 9, 2023
Secretary I - 218		June 10, 2022	August 1, 2022	June 9, 2023
<b>Middle School</b>				
Secretary II - 223	Principal's Secretary	June 17, 2022	August 1, 2022	June 16, 2023
Secretary I - 223	Records	June 17, 2022	August 1, 2022	June 16, 2023
	Records/Attendance	June 17, 2022	August 1, 2022	June 16, 2023
	Attendance only - 218	June 10, 2022	August 1, 2022	June 9, 2023
<b>High School</b>				
Secretary II - 228	Principal's Secretary	June 14, 2022	July 18, 2022	June 13, 2023
Secretary I	Records only	June 14, 2022	July 18, 2022	June 13, 2023
	Attendance only - 218	June 10, 2022	August 1, 2022	June 9, 2023
	Attendance/Records	June 14, 2022	July 18, 2022	June 13, 2023
	Discipline	June 14, 2022	July 18, 2022	June 13, 2023
	Attendance/Discipline	June 14, 2022	July 18, 2022	June 13, 2023
	Records Discipline	June 14, 2022	July 18, 2022	June 13, 2023
<b>Year-Round School</b>				
<b>Woodcrest</b>	(Remaining 10 days are worked during Intercession dates coordinated with principal)			
Secretary II & I	Elementary	June 17, 2022	July 22, 2022	June 23, 2023

*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.