

# Intradistrict Communication

DATE: April 18, 2018

TO: Principals  
Administrative Assistants

FROM: Laura Finlinson, Administrator, Curriculum and Staff Development  
Norm Emerson, Consultant, Instructional Support Services/Fine Arts

SUBJECT: End-of-Year Due Dates

The following is a reminder of Curriculum reports and the corresponding due dates:

	<u>Traditional</u>	<u>YR</u>
➤ Elementary Music Fees Report – Final Payment Due	06/01/18	06/29/18
➤ Outstanding Instrument Rental Fees & Fee Waivers	06/01/18	06/29/18
➤ Updated Instrument Inventory (sent to each school)	06/01/18	06/29/18
➤ All 2017-2018 timesheets needing signature	06/01/18	06/29/18

The music reports should be sent directly to Norm Emerson, Consultant, Instructional Support Services. All other reports and timesheets listed above should be sent to Noreen Samowitz, Administrative Assistant, Curriculum Department.

Thank you for your help.

/nrs