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| **January** | * **January 25– Benchmark #4- 100% roster filled** * **January 21 and 23 – Spring Teen interviews from 5:00 to 7:00 – Enroll 1st choice teens** * **January 25**    + **Spring Kick-off 9:00 to 10:30 (Breakfast served 8:30-9 am)**   + **Teen interviews from 11:00 to 3:00 – Enroll 1st choice teens** * **January 25 to 31– Open enrollment- enroll teens regardless of program preference/rank** |
| **February** | * **February 1 –Rosters entered into CitySpan. Roster verification process begins** * **February 3– CitySpan acceptance message sent to all rostered teens** * **February 7—Submit:**    + **Teen ambassadors, program assistant names and job descriptions to program specialist (all programs)**   + **Planned days of absence to program specialist (all programs)**   + **Planned make-up days to program specialist (all programs)**   + **Final show case dates to program specialist (off-site programs only)** * **February 7— Space Set Up finalized by instructors for all Gallery 37 programs** * **February 10 to 15 First week of spring programs**   + **Enter attendance daily**   + **Contact no show teens/parents after each absence**   + **Drop truant teens, Unenroll no-shows**   + **Use waitlist to fill vacant slots**   + **Remind teens to enter SSNs/ITINs, Turn in PACR’s** * **February 10-15 – Gallery 37: Teen orientation week** * **February 17 – President’s Day; Gallery 37 After School Programs Cancelled, Office Closed** * **February 19—Documents, SSN# for intern/assistant pay cycle #3due** * **February 21— Field Trip and Visiting Professional Forms due online** * **February 23—Attendance deadline for intern/assistant pay cycle #3 due** * **February 26— PACR, SSN# for apprentice stipend #1 due** * **February 29—March Start Programs Rosters Due** |
| **March** | * **March 1—Attendance deadline for apprentice stipend #1** * **March 4—Documents, SSN# for intern/assistant pay cycle #4 due** * **March 8—Attendance deadline for intern/assistant pay cycle #4 due** * **March 9– First Day of March-start programs** * **March 6**    + **Summer Program Verification Due to your Program Specialist**   + **Spring Application closes** * **March 16– Summer 2019 Application opens (tentative)** * **March 18—Documents, SSN# for intern/assistant pay cycle #5 due** * **March 22—Attendance deadline for intern/assistant pay cycle #5** * **March 25—PACR, SSN# for apprentice stipend #2 due** * **March 29—Attendance deadline for apprentice stipend #2** |
| **April** | * **April 1—Documents, SSN# for intern/assistant pay cycle #6 due** * **April 1—Spring interview outcomes to CitySpan** * **April 5—Attendance deadline for intern/assistant pay cycle #6** * **April 3– Showcase (Gallery Walk and FORTE) request forms due to programs team** * **April 6 to 11 –**   + **CPS Spring Break; Gallery 37 After School Programs Cancelled**   + **Spring Immersion Programs 9 am- 5 pm** * **April 9– Teen surveys opens. Codes are available in CitySpan via Teen Survey Completion Report** * **April 14- SAT Testing Day- Gallery 37 After School Programs Cancelled** * **April 15- PSAT Testing Day- Gallery 37 After School Programs Cancelled** * **April 15—Documents, SSN# for intern/assistant pay cycle #7 due** * **April 17– CPS School Improvement Day; Gallery 37 After School Programs Cancelled** * **April 19—Attendance deadline for intern/assistant pay cycle #7** * **April 29**   + **Documents, SSN# for intern/assistant pay cycle #8 due**   + **PACR, SSN# for apprentice stipend #3 due** |
| **May** | * **May 1—Teen surveys due** * **May 2**   + **Gallery Walk Spring 2020**   + **Last day of February-start spring programs** * **May 3**   + **Attendance deadline for intern/assistant pay cycle #8**   + **Attendance deadline for apprentice stipend #3** * **May 4– FORTE at the Museum of Contemporary Art 6-8 pm** * **May 5 to 8 –Gallery 37 Make Up Week** * **May 4 to 8—Space Clean-Up by instructors for all Gallery 37 Programs** * **TBD – Program Reports by Instructors due in CitySpan** * **May 13—Documents, SSN# for intern/assistant pay cycle #9 due** * **May 17—Attendance deadline for intern/assistant pay cycle #9** * **\*\*NEW DAYS\*\* SUMMER INTERVIEWS**    + **Saturday, May 9**     - **Summer Kick-off 9:00 to 10:30 (Breakfast served 8:30-9 am)**     - **Teen interviews from 11:00 to 3:00 – Lunch Served**   + **Wednesday, May 13— Summer Teen interviews from 5:00 to 7:00**   + **Thursday, May 14 – Summer Teen interviews from 5:00 to 7:00**   + **Saturday, May 16— Summer Teen interviews from 11:00 am- 3:00 pm- Lunch Served** * **May 30– Last Day of March-start programs** |
| **June** | * **June 29- First day of Summer Programming (Advanced Apprenticeships)** * **July 6—First day of Summer Programming (Apprenticeships)** |

**\*Attendance is due in Cityspan every Sunday by 5:00 pm**