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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**
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| **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**
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| **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**
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| **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**
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| **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**
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| **June** | * **June 29- First day of Summer Programming (Advanced Apprenticeships)**
* **July 6—First day of Summer Programming (Apprenticeships)**
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**\*Attendance is due in Cityspan every Sunday by 5:00 pm**