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| <p><b>January</b></p>  | <ul style="list-style-type: none"> <li>• <b>January 25– Benchmark #4- 100% roster filled</b></li> <li>• <b>January 21 and 23 – Spring Teen interviews from 5:00 to 7:00 – Enroll 1<sup>st</sup> choice teens</b></li> <li>• <b>January 25</b> <ul style="list-style-type: none"> <li>○ <b>Spring Kick-off 9:00 to 10:30 (Breakfast served 8:30-9 am)</b></li> <li>○ <b>Teen interviews from 11:00 to 3:00 – Enroll 1<sup>st</sup> choice teens</b></li> </ul> </li> <li>• <b>January 25 to 31– Open enrollment- enroll teens regardless of program preference/rank</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>February</b></p> | <ul style="list-style-type: none"> <li>• <b>February 1 –Rosters entered into CitySpan. Roster verification process begins</b></li> <li>• <b>February 3– CitySpan acceptance message sent to all rostered teens</b></li> <li>• <b>February 7—Submit:</b> <ul style="list-style-type: none"> <li>○ <b>Teen ambassadors, program assistant names and job descriptions to program specialist (all programs)</b></li> <li>○ <b>Planned days of absence to program specialist (all programs)</b></li> <li>○ <b>Planned make-up days to program specialist (all programs)</b></li> <li>○ <b>Final show case dates to program specialist (off-site programs only)</b></li> </ul> </li> <li>• <b>February 7— Space Set Up finalized by instructors for all Gallery 37 programs</b></li> <li>• <b>February 10 to 15 First week of spring programs</b> <ul style="list-style-type: none"> <li>○ <b>Enter attendance daily</b></li> <li>○ <b>Contact no show teens/parents after each absence</b></li> <li>○ <b>Drop truant teens, Unenroll no-shows</b></li> <li>○ <b>Use waitlist to fill vacant slots</b></li> <li>○ <b>Remind teens to enter SSNs/ITINs, Turn in PACR’s</b></li> </ul> </li> <li>• <b>February 10-15 – Gallery 37: Teen orientation week</b></li> <li>• <b>February 17 – President’s Day; Gallery 37 After School Programs Cancelled, Office Closed</b></li> <li>• <b>February 19—Documents, SSN# for intern/assistant pay cycle #3due</b></li> <li>• <b>February 21— Field Trip and Visiting Professional Forms due online</b></li> <li>• <b>February 23—Attendance deadline for intern/assistant pay cycle #3 due</b></li> <li>• <b>February 26— PACR, SSN# for apprentice stipend #1 due</b></li> <li>• <b>February 29—March Start Programs Rosters Due</b></li> </ul> |
| <p><b>March</b></p>    | <ul style="list-style-type: none"> <li>• <b>March 1—Attendance deadline for apprentice stipend #1</b></li> <li>• <b>March 4—Documents, SSN# for intern/assistant pay cycle #4 due</b></li> <li>• <b>March 8—Attendance deadline for intern/assistant pay cycle #4 due</b></li> <li>• <b>March 9– First Day of March-start programs</b></li> <li>• <b>March 6</b> <ul style="list-style-type: none"> <li>○ <b>Summer Program Verification Due to your Program Specialist</b></li> <li>○ <b>Spring Application closes</b></li> </ul> </li> <li>• <b>March 16– Summer 2019 Application opens (tentative)</b></li> <li>• <b>March 18—Documents, SSN# for intern/assistant pay cycle #5 due</b></li> <li>• <b>March 22—Attendance deadline for intern/assistant pay cycle #5</b></li> <li>• <b>March 25—PACR, SSN# for apprentice stipend #2 due</b></li> <li>• <b>March 29—Attendance deadline for apprentice stipend #2</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>April</b></p>    | <ul style="list-style-type: none"> <li>• <b>April 1—Documents, SSN# for intern/assistant pay cycle #6 due</b></li> <li>• <b>April 1—Spring interview outcomes to CitySpan</b></li> <li>• <b>April 5—Attendance deadline for intern/assistant pay cycle #6</b></li> <li>• <b>April 3– Showcase (Gallery Walk and FORTE) request forms due to programs team</b></li> <li>• <b>April 6 to 11 –</b> <ul style="list-style-type: none"> <li>○ <b>CPS Spring Break; Gallery 37 After School Programs Cancelled</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

# Downtown Programs - Spring 2020 Key Dates

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|                    | <ul style="list-style-type: none"> <li>○ Spring Immersion Programs 9 am- 5 pm</li> <li>● <b>April 9— Teen surveys opens. Codes are available in CitySpan via Teen Survey Completion Report</b></li> <li>● <b>April 14- SAT Testing Day- Gallery 37 After School Programs Cancelled</b></li> <li>● <b>April 15- PSAT Testing Day- Gallery 37 After School Programs Cancelled</b></li> <li>● <b>April 15—Documents, SSN# for intern/assistant pay cycle #7 due</b></li> <li>● <b>April 17— CPS School Improvement Day; Gallery 37 After School Programs Cancelled</b></li> <li>● <b>April 19—Attendance deadline for intern/assistant pay cycle #7</b></li> <li>● <b>April 29</b> <ul style="list-style-type: none"> <li>○ Documents, SSN# for intern/assistant pay cycle #8 due</li> <li>○ PACR, SSN# for apprentice stipend #3 due</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>May</b></p>  | <ul style="list-style-type: none"> <li>● <b>May 1—Teen surveys due</b></li> <li>● <b>May 2</b> <ul style="list-style-type: none"> <li>○ <b>Gallery Walk Spring 2020</b></li> <li>○ <b>Last day of February-start spring programs</b></li> </ul> </li> <li>● <b>May 3</b> <ul style="list-style-type: none"> <li>○ Attendance deadline for intern/assistant pay cycle #8</li> <li>○ Attendance deadline for apprentice stipend #3</li> </ul> </li> <li>● <b>May 4— FORTE at the Museum of Contemporary Art 6-8 pm</b></li> <li>● <b>May 5 to 8 –Gallery 37 Make Up Week</b></li> <li>● <b>May 4 to 8—Space Clean-Up by instructors for all Gallery 37 Programs</b></li> <li>● <b>TBD – Program Reports by Instructors due in CitySpan</b></li> <li>● <b>May 13—Documents, SSN# for intern/assistant pay cycle #9 due</b></li> <li>● <b>May 17—Attendance deadline for intern/assistant pay cycle #9</b></li> <li>● <b>**NEW DAYS** SUMMER INTERVIEWS</b> <ul style="list-style-type: none"> <li>○ <b>Saturday, May 9</b> <ul style="list-style-type: none"> <li>▪ <b>Summer Kick-off 9:00 to 10:30 (Breakfast served 8:30-9 am)</b></li> <li>▪ <b>Teen interviews from 11:00 to 3:00 – Lunch Served</b></li> </ul> </li> <li>○ <b>Wednesday, May 13— Summer Teen interviews from 5:00 to 7:00</b></li> <li>○ <b>Thursday, May 14 – Summer Teen interviews from 5:00 to 7:00</b></li> <li>○ <b>Saturday, May 16— Summer Teen interviews from 11:00 am- 3:00 pm- Lunch Served</b></li> </ul> </li> <li>● <b>May 30– Last Day of March-start programs</b></li> </ul> |
| <p><b>June</b></p> | <ul style="list-style-type: none"> <li>● <b>June 29- First day of Summer Programming (Advanced Apprenticeships)</b></li> <li>● <b>July 6—First day of Summer Programming (Apprenticeships)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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