

## SCHOOL YEAR CALENDAR CHECKLIST

Boards are required to submit their school year calendar(s) and related documentation electronically using the application at <http://esweb.edu.gov.on.ca/osyc> .

Electronic submissions of school calendars for approval must include:

- a letter signed by the director of education of the district school board or the supervisory officer of the school authority indicating:
  - the date calendars were approved by the board,
  - the consultation that has occurred and
  - the completed school year calendar checklist.
- a copy of the school board's resolution;
- documentation indicating that constituent stakeholders have been consulted and are aware of the proposed modifications. Constituent stakeholders include parents, school councils, parent involvement committee, local branch affiliates of teachers' federations, unions, ratepayers, other members of the community and coterminous and neighbouring boards;
- a general outline of the activities to be conducted on the two professional activity days specific to provincial education priorities;
- a general outline of the activities to be conducted on any remaining professional activity days;
- the completed school year calendar checklist