**Letter Confirming Operation of School Signs with Beacons**

(Insert DATE)

(Insert ADDRESS)

RE: (Insert School District Name)

 (Insert School Year i.e. 2022-2023) School Calendar Year - School Clock Schedule

Dear Superintendent,

Please complete and return the enclosed **School Clock Schedule Form** for the school signs with beacons that ODOT signal electricians maintain on U.S. or State Routes in your school district for the upcoming school year. **Please complete and return the enclosed Form or provide a School Calendar and Begin/End Times of school days by (Insert Date)**, indicating when you wish to have the school flashers operate, including recess times.

We will input this information into the programmable time clocks that control the school flashers at each of the school locations. Your cooperation in this matter will allow us to have each location programmed and ready when school begins next fall. Please send the completed form to below address or email address.

(Insert ODOT Contact Name)

(Insert ODOT Contact Mailing Address)

 Or

(Insert ODOT Contact Email Address)

If you should have any questions concerning this request, please contact me at (Insert Contact Email) or (Insert Contact Phone Number).

Respectfully,

Enclosure: School Clock Schedule Form (example completed form and blank form)

c: file

**School Clock Schedule Form (Example Completed Form)**

|  |  |  |
| --- | --- | --- |
| **Row #** | **Information Needed** | **Schedule Information to be Completed by School** |
| 1 | **School Name & Address** | ABC Elementary School, 123 US 40/Main St., Anytown, OH 44136XYZ Elementary School, 789 SR 29/Maple St., Anytown, OH 44136 (List all schools with Beacons on same schedule on form) |
| 2 | **Arrival Bell** | 8:10 AM |
| 3 | **Recess (or Lunch Period)** | 10:00 AM - 10:20 AM (Recess)11:30 AM – 12:30 PM (Lunch & Recess)1:15 PM – 1:35 PM (Recess) (List all) |
| 4 | **Dismissal Bell** | 2:50 PM |
| 5 | **Students First Day of School** | August 18, 2022 |
| 6 | **Students Last Day of School** | May 26, 2023 |
| 7 | **Scheduled School Day Closures** | 9/5/2022 – Labor Day9/22 thru 9/26/2022 – County Fair Days and Teacher In Service Day10/14/2022 – Teacher In Service Day11/23 thru 11/25/2022 – Thanksgiving Break12/22/2022 thru 1/3/2023 – Winter Break 1/16/2023 – MLK Day2/17/2023 thru 2/20/2023 – Teacher In Service and Presidents Day3/10/2023 – Teacher In Service Day3/27 thru 3/31/2023 – Spring Break4/7/2023 – Conference Adjustment Day (List all) |
| 8 | **Scheduled School Late Arrival Days** | 11/7/2022 - 10:00 AM Arrival Bell (List all) |
| 9 | **Scheduled School Early Dismissal Days** | N/A (List all) |

**Notes / Instructions:**

Row 1 Provide Name and Address of all Schools with Beacons operating on the same schedule on one

form. Complete separate forms for Schools operating on different schedules (i.e. Elementary and High School).

Row 2 Provide arrival bell time (or start time of normal school day)

Row 3 Provide all scheduled recess periods and lunch period during normal school day

Row 4 Provide dismissal bell time (or end time of normal school day)

Row 5 Provide date of Students first day of school

Row 6 Provide date of Students last day of school

Row 7 Provide date or date ranges for all full-day scheduled school closures during the school year

Row 8 Provide date and arrival bell time (or start time) of scheduled late arrival days

Row 9 Provide date and dismissal bell time (or end time) of scheduled early dismissal days

**School Clock Schedule Form**

|  |  |  |
| --- | --- | --- |
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| 1 | **School Name & Address** |  (List all schools with Beacons on same schedule on form) |
| 2 | **Arrival Bell** |  |
| 3 | **Recess (or Lunch Period)** |  (List all) |
| 4 | **Dismissal Bell** |  |
| 5 | **Students First Day of School** |  |
| 6 | **Students Last Day of School** |  |
| 7 | **Scheduled School Day Closures** |  (List all) |
| 8 | **Scheduled School Late Arrival Days** |  (List all) |
| 9 | **Scheduled School Early Dismissal Days** |  (List all) |

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