

**FLUSHING HIGH SCHOOL**  
**Cornelia Gutwein, Principal**  
**35-01 Union Street**  
**Flushing, New York 11354**

*Tel: (718) 888-7500*

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DATE: May 1, 2010

TO: All School Aides  
 All Paraprofessionals  
 Family Workers

FROM: Jack Schwarz

SUBJECT: **Reorganization/Early Registration for Fall 2010**

cc: C. Gutwein

As in past years, we will need your assistance in processing Over-the-Counter Admissions and Early Registration. All hours worked will be paid as overtime hours.

The following may be subject to change:

Early registration will start Monday, August 30, 2010 (8:00 A.M. through 1:00pm).

Name	Place a check mark (✓) for days available to work Write "NONE" if you are not available on any day					
	Mon 8/30	Tue 8/31	Wed* 9/1	Thu* 9/2	Fri 9/3	Tue 9/7
Print:						
Signature:						

- \* School year will begin for students on Wednesday after Labor Day (September 8, 2010).
- \* (UFT) Teachers, Paraprofessionals, and Secretaries are expected to report to school on Tuesday, September 7, 2010.
- \* (DC37) School Aides are expected to report on Wednesday, September 8, 2010 (1<sup>st</sup> school day).
- \* (DC37) Family Workers are expected to return on Wednesday, September 1, 2010 (Wednesday prior to 1st school day).

Your response is not a guarantee, but must be submitted **not later than Wednesday, May 19, 2010.**

We will publish an individualized schedule as soon as we have received all responses.

Thank you for your valued assistance.

THIS NOTICE HAS BEEN POSTED OVER THE TIME CLOCK AND PLACED IN ALL SCHOOL AIDES, PARAPROFESSIONALS, AND FAMILY WORKERS' MAILBOXES. PLEASE SEE ME IF YOU HAVE NOT RECEIVED THIS NOTICE.