

FINAL

DISTRICT NEWSLETTER SCHEDULE 2020-2021

The following is an approximate publication timeline for the “*Torchlight*” for the 2020-2021 school year.

Submission and Deadline Information:

Staff Submission Date: Information to Thayer Miller by 2:00pm
 Review Deadline Date: Information and correction to Thayer Miller by 8:00am
 Mailing Date: Torchlight will be mailed to district residents

First Issue	2020	Staff Submission Date	August 18
		Review Deadline	August 21
		Submission to BOCES	August 24
		Mailing Date	September 2
Second Issue	2020	Staff Submission Date	October 14
		Review Deadline	October 19
		Submission to BOCES	October 21
		Mailing Date	October 30
Third Issue	2020	Staff Submission Date	December 9
		Review Deadline	December 11
		Submission to BOCES	December 14
		Mailing Date	December 23
Fourth Issue	2021	Staff Submission Date	February 10
		Review Deadline	February 15
		Submission to BOCES	February 17
		Mailing Date	February 26
Fifth Issue	2021	Staff Submission Date	April 7
		Review Deadline	April 12
		Submission to BOCES	April 14
		Mailing Date	April 23
Sixth Issue	2021	Staff Submission Date	June 9
		Review Deadline	June 14
		Submission to BOCES	June 16
		Mailing Date	June 25
2021-22 First Issue	2021	Staff Submission Date	August 11
		Review Deadline	August 16
		Submission to BOCES	August 18
		Mailing Date	August 27