



**MEMORANDUM**

*Office of School Leadership*

TO: All Principals  
FROM: Dr. Shawn Bird, Deputy Superintendent  
SUBJECT: Early Release Days  
DATE: Monday, August 28, 2023

**ACTION  
REQUIRED**

On Monday, August 21, the Board of Trustees approved a [revised instructional calendar](#) adopting three early release days: September 19, November 17, and December 13.

Below are the approved early release times based on the **required 4 ½ hours** of operational minutes for full ADA.

School Type	General Start Time Posted SAISD Website	General Full Day End Time Posted SAISD Website	Early Release End Time (4 1/2 hour day)
ECE	7:20 AM	2:35 PM	12:00 PM
Elementary	8:05 AM	3:20 PM	12:35 PM
Academy	8:05 AM	3:20 PM	12:35 PM
Middle	8:35 AM	3:50 PM	1:05 PM
High	8:45 AM	4:15 PM	1:15 PM

Below are the exceptions to general SAISD start times with their required end times.

Exceptions on SAISD Website	Start Time Posted SAISD Website	Full Day End Time Posted SAISD Website	Early Release End Time (4 1/2 hour day)
Travis	8:00 AM	3:30 PM	12:30 PM
Burbank	8:20 AM	4:20 PM	12:50 PM
Jefferson	8:20 AM	4:20 PM	12:50 PM
ALA	8:30 AM	4:00 PM	1:00 PM
CAST Tech	8:30 AM	4:00 PM	1:00 PM
Fox Tech	8:00 AM	4:00 PM	1:00 PM
St Philips	9:00 AM	4:30 PM	1:30 PM
Harris MS	8:30 AM	4:06 PM	1:00 PM
Hot Wells MS	8:15 AM	3:50 PM	12:45 PM
Bowden Academy	8:00 AM	3:25 PM	12:30 PM
Democracy Prep	7:45 AM	3:15 PM	12:15 PM
Ball Elementary	8:00 AM	3:20 PM	12:30 PM
Lamar Elementary	8:00 AM	3:35 PM	12:30 PM
Ogden Elementary	7:30 AM	3:15 PM	1:15 PM
Storm Elementary	7:30 AM	3:15 PM	1:15 PM
YWLA Primary	7:45 AM	3:30 PM	12:15 PM

Below are the criteria required to count as instructional time.

### Eligibility Chart

<b>Included</b>	<b>Not Included</b>
<ul style="list-style-type: none"><li>• Instruction</li><li>• In-class breakfast</li><li>• Breakfast and lunch (Pre-K only)</li><li>• Recess</li><li>• Work-based learner</li><li>• Study program for state assessments (if the student has met all graduation requirements)</li></ul>	<ul style="list-style-type: none"><li>• Study hall</li><li>• Sign ins</li><li>• Repeated courses (if a student has already received credit for that course)</li></ul>

Please contact your assistant superintendent or sr. executive director for additional information or questions.