

## DISTRICT NEWSLETTER SCHEDULE 2023-2024

The following is an approximate publication timeline for the “*Torchlight*” for the 2023-2024 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  
 Submission to BOCES for printing by 12:00pm  
 Mailing Date: Torchlight will be mailed to district residents

First Issue	2023	Staff Submission Date	August 11
		Review Deadline	August 14
		Submission to BOCES	August 16
		Mailing Date	August 25
Second Issue	2023	Staff Submission Date	October 13
		Review Deadline	October 16
		Submission to BOCES	October 18
		Mailing Date	October 27
Third Issue	2023	Staff Submission Date	December 7
		Review Deadline	December 12
		Submission to BOCES	December 13
		Mailing Date	December 21
Fourth Issue	2024	Staff Submission Date	February 15
		Review Deadline	February 20
		Submission to BOCES	February 21
		Mailing Date	February 29
Fifth Issue	2024	Staff Submission Date	April 17
		Review Deadline	April 19
		Submission to BOCES	April 22
		Mailing Date	April 30
Sixth Issue	2024	Staff Submission Date	June 7
		Review Deadline	June 11
		Submission to BOCES	June 12
		Mailing Date	June 21
2024-25 First Issue	2024	Staff Submission Date	August 9
		Review Deadline	August 12
		Submission to BOCES	August 14
		Mailing Date	August 23