

SCHOOL OFFICE SUMMER HOURS

To assist the CSO staff in contacting your school during the summer months, please complete this form and return to the CSO Administrative Assistant by June 1st.

School: _____

Office Hours: _____ to _____

Office Days: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Date starting summer hours: _____

Date ending summer hours: _____

If the office will be completely closed during the summer:

Date: _____ to Date: _____

Date: _____ to Date: _____

Date: _____ to Date: _____

Return to the Catholic Schools Office
Attention: Administrative Assistant
Due Date: June 1st