



**SUBJECT:**

2022-23 NO. BS-26

**TO:**

**DATE:**

**PREPARED BY:**

Auditor Analyst

**DEPARTMENT:**

Internal Audit

**REVIEWED BY:**

Rose F. Ramos,

**APPROVED:**

Officer

Chief Business and

We greatly appreciate your assistance in ensuring that the instructional minutes for your school are compliant with both Education Code and SCTA contract requirements. All 2023-24 daily schedules, including regular, Collaborative Thursday, shortened day, rally, and testing schedules should be submitted to Internal Audit no later than May 1, 2023 so that the calculation of your

[Redacted content]