



2026-27 Mailed Calendar

• IMPORTANT DATE INFORMATION •

April / May 2026						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Holiday					

June 2026						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August / September 2026						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

April 27-29

Submit your print request with your mailed school calendar intentions* to the Erie 1 BOCES Print Shop.

April 30-May 15

Begin gathering and planning your calendar content within your district. This includes photos, event dates, and reviewing any policies that your district prints in the calendar.

May 18-22

Recommended time to submit all photos and content to graphics. This includes event dates, policies changes, etc.

June 1-19

Be prepared for initial content proofing to occur.

June 22-30

Be prepared for final content proofing to occur.

July 1-10

Ideal time for your district to sign off on your district's mailed calendar or submit a print ready file to the print shop. Jobs signed off in this window will be completed within 10-15 business days.

July 6

Ideal time for your district to connect with your Mail House/Post Office to ensure postal funds are sufficient in the district's account.

July 27-31

Calendars signed off in this window that request a ship date within 10 business days will receive a 10% fee.

July 31

Recommended last date for your district's calendar to leave the Erie 1 BOCES Print Shop for the Mail House.

August 3-7

Ideal time for mailed calendars to be in the hands of residents.

August 3-10

Calendars signed off in this window that request a ship date within 10 business days will receive a 20% fee.**

August 3-10

Calendars signed off in this window that request a ship date within 15 business days will receive a 10% fee.**

August 5

Recommended last date for your Mail House/Post Office to process your district's calendar.

August 11

Erie 1 BOCES Print Shop may not be able to accept and process printed calendar orders with a guarantee of completion before school starts. Please call for print availability and fee information.

August 14

Recommended last date for mailed calendars to be in the hands of the residents before school begins.

Questions about your Mailed Calendar? Visit e1b.org/MailedCalendar or Email Print@e1b.org

*For calendar season: please submit print requests in advance of content, as it allows us to order supplies for printing.

- All Print Requests should ideally have July 31 as the print deadline.
- Regardless of this requested paperwork due date, final/approved print files may still be subject to rush fees based on their actual submission/sign off with graphics date, as noted in the timeline.
- Note your Mail House/Post Office intentions on your print request.

**Note: The District should call its mail house three days in advance to schedule pickup from the Erie 1 BOCES Print Shop.

***Note: If you sign off between August 3-10, with a due date after September 4, the "rush" fees do not apply.