



2025-26 Mailed Calendar

• IMPORTANT DATE INFORMATION •

April / May 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
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 Holiday	27	28	29	30	31

June 2025

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 2025

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3 Holiday	4 Holiday	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 2025

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 Holiday 1	2	3	4	5	6	

April 30-May 2

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

May 5-22

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 23-30

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

June 9-27

Be prepared for initial content proofing to occur.

June 30-July 8

Be prepared for final content proofing to occur.

July 9-16

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 14

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 28-August 1

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

August 1

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

August 4-11

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

August 4-11

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

August 6

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

August 12

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 15

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 August 1 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: If you sign off between August 4-11, with a due date after September 5, the "rush" fees do not apply.