# Information Technology - Student Data Services 2021 - 2022

## Grade Reporting/Progress Report Redesign Calendar

### Beginning of Six Weeks/Terms
- **2-Aug**
- **11-Oct**
- **5-Jan**
- **21-Mar**

### Progress Reports
- **1st**: 27-Aug
- **2nd**: 29-Oct
- **3rd**: 28-Jan
- **4th**: 25-Apr
- **2nd**:
  - 2-Sep
  - 4-Nov
  - 3-Feb
  - 28-Apr
- **3rd**:
  - 20-Sep
  - 3-Dec
  - 24-Feb
  - 24-May
- **4th**:
  - 29-Sep
  - 7-Dec
  - 2-Mar
  - 27-May

*Note: Check for BLANK GRADES at the end of each grading cycle before printing reports cards. Student *Progress reports will be distributed on Parent Conference day.

### End of Six Weeks/Term
- **7-Oct**
- **17-Dec**
- **11-Mar**
- **23-Jun**

### Grade Reporting Process
- **1st**:
  - 4-Oct
  - 13-Dec
  - 8-Mar
  - 15-Jun

### By the end of the day, teachers verify and submit grades: 11:59 pm
- **11-Oct**
- **6-Jan**
- **23-Mar**
- **20-Jun**

### Teachers print, sign, and date Gradebook Scoresheets and turn in the hardcopy to Data Controller. Required by policy
- **13-Oct**
- **7-Jan**
- **24-Mar**
- **21-Jun**

An electronic message, detailing when gradebooks will lock, is viewable by teachers when they access their gradebook.

*Note: Assignments* If an assignment is dated between 12/14/2021 - 12/17/2021, please use 12/13/2021 as the assignment date.

*Note: Assignments for Exam Cycle (E) must be dated using the appropriate dates. If an assignment is dated between 012/14/2021 - 12/17/2021 it will appear in the gradebook as a grade for E1 (Same applies to E2 check corresponding dates)

### Data Controllers notify their Data Coordinator when you are ready for grades to be stored******

### Report Cards
- **1st**: 14-Oct
- **2nd**: 21-Jan
- **3rd**: 28-Mar
- **ES: 22-Jun**
- **MS: 27-Jun**

### Print Report Cards
- **ES: 18-Oct**
- **MS: 19-Oct**
- **ES: 24-Jan**
- **MS: 25-Jan**
- **ES: 23-Jun**
- **MS: 28-Jun**

### Report Cards Issue
- **ES: 24-Jan**
- **MS: 25-Jan**
- **ES: 23-Jun**
- **MS: 28-Jun**

*Senior - Semester 2 Grade Reporting Calendar will be provided in December 2021.*