

Report Card Timeline 2019-2020

08/12/19 – 10/10/19

(1st Quarter/1st Semester)

Due Date	Task(s)	Reminders
Tuesday, September 3, 2019	Progress Reports Turned in to CST	This report reflects assignments given from 8/12-8/30
Thursday, September 5, 2019	Progress Reports Sent Home	
Tuesday, September 24, 2019	Progress Reports Turned in to CST	This report reflects assignments given from 9/3-9/20
Thursday, September 26, 2019	Progress Reports Sent	Teachers will send home the official recovery process letter to students with averages below a 60 in the Thursday notes.
Thursday, October 3, 2019	All teachers review their rosters, sign, and highlight changes based on attached directions. Teachers turn in all rosters to Ms. Burgess by the close of business.	Any roster verifications not turned in by Thursday, October 3, 2019 will be reported to Mrs. Arnold.
Monday, October 7, 2019- Friday, October 11, 2019	Teachers will enter all final grades into Infinite Campus. Teachers must ensure that each subject has at least 7 grades for the quarter.	Teachers having difficulties entering grades must contact Ms. Burgess and Ms. Bentley by close of business on October 11, 2019
Friday October 11, 2019- Friday, October 18, 2019	Parent Teacher Conference Week	Please Utilize Parent Teacher Conference Form
Friday, October 11, 2019	Teachers will load final grades.	<u>Entering grades should occur prior to this step.</u> Make sure that every child has a correct academic grade and, comments (continuous achievement and work habit) correct conduct grades. 2 nd – 5 th grade must have informed competencies.
Friday, October 11, 2019	Ms. Burgess will print missing submission report by close of business.	Ms. Bentley will contact all teachers who appear on report.
Monday, October 14, 2019	Ms. Burgess will distribute draft copies of report cards for teachers for grade-level	By signing report card checklist, you are indicating that all grades have been

	chairs to review with report card checklist.	verified and any corrections have been noted on the list.
Monday, October 14, 2019	Administrative staff will review report cards. Members of the administrative team will return all report cards to teachers by close of business Monday October 21, 2019	Kindergarten & First: Zeigler Second & Third: Wilkins Fourth & Fifth: Lanier SEC: Shaw
Tuesday, October 15, 2019	<ul style="list-style-type: none"> <u>All teachers will make needed changes in Infinite Campus by 3pm 10/15/2019.</u> 	
Wednesday, October 16, 2019	<ul style="list-style-type: none"> Ms. Burgess prints the final report cards and distributes them to teachers at 12:00pm 	
Thursday, October 17, 2019	Report cards go home in report card envelopes.	

Report Card Timeline 2019-2020
10/15/19 – 12/20/19
(2nd Quarter /1st Semester)

Due Date	Task(s)	Reminder
Tuesday, November 5, 2019	Progress Reports Turned in to CST	This report reflects assignments given from 10/15-11/01
Tuesday, November 7, 2019	Progress Reports Sent Home	
Tuesday, December 3, 2019	Progress Reports Turned in to CST	This report reflects assignments given from 11/04-11/22
Thursday, December 5, 2019	Progress Reports Sent Home	Teachers will send home the official recovery process letter to students with averages below a 60 in the Thursday notes
Monday, December 9, 2019- Wednesday, December 11, 2019	All teachers review their rosters, sign, and highlight changes based on attached directions. Teachers turn in all rosters to Ms. Burges by the close of business on Wednesday, December 11, 2019.	Teachers having difficulties entering grades must contact Ms. Burgess and Ms. Bentley by close of business on December 11, 2019.
Monday, December 16, 2019–December 20, 2019	Teachers will enter all final grades into Infinite Campus. Teachers must ensure that each subject has at least 14 grades for quarter two.	Teachers having difficulties entering grades must contact Ms. Burgess and Ms. Bentley by close of business on December 20, 2018.
Thursday, January 3, 2019 (Teacher Work Day)	Teachers will load final grades for report cards.	<u>Entering grades should occur prior to this step.</u> Make sure that every child has a correct academic grade correct conduct grade. All students with a grade below 60% must be in TIER 2 of the RTI process.
Friday, January 3, 2020	Ms. Burgess will print missing submission report and distribute drafts to teachers with report card checklist. Teachers will verify their grades for report	Any teacher with missing submissions will be contacted by Ms. Bentley. By signing report card checklist, you are indicating

	cards by using the report card checklist.	that all grades have been verified and any corrections have been noted on the list.
Monday, January 6, 2020	Teachers will submit draft report cards and report card checklist to grade chairs for review.	
Tuesday, January 7, 2020	Grade chairs will check teammates' report cards with report card checklist. Grade chairs will submit report cards and report card checklist to their designee by close of business.	Kindergarten and First: Vaughn First & Second: Zeigler Third & Fourth: Wilkins Fifth: Lanier SEC: Shaw
Wednesday, January 08, 2020	Administrative staff will review report cards. Members of the administrative team will return all report cards to teachers by close of business.	
Thursday, January 09, 2020	<u>All teachers will make needed changes in Infinite Campus by noon 01/09/2020.</u> <u>Report Cards will be printed at close of business Thursday</u>	
Monday, January 13, 2020	<u>Report Cards go home in a report card envelope</u>	Parent Contact Information sent home

Report Card Timeline 2019-2020
01/06/20-03/11/20
(3rd Quarter /2nd Semester)

Due Date	Task	Reminder
Tuesday, January 28, 2020	Progress Reports Turned in to CST	This report reflects assignments given from 1/6-1/24
Thursday, January 30, 2020	Progress Reports Sent Home	
Tuesday, February 18, 2020	Progress Reports Turned in to CST	This report reflects assignments given from 1/27-2/13
Thursday, February 20, 2020	Progress Reports Sent Home	Teachers will send home the official recovery process letter and or possible retention letters to students with averages below a 60.
Monday, March 2-6, 2020	Spring Parent Teacher Conference Days	Possible Retention Conferences Mandatory Please confer with SST Chair & CST for approval (Tier 3 Students Only)
Monday, March 09, 2020 – Wednesday, March 11, 2020	Teachers will load final grades for report cards by close of business.	Entering grades should occur prior to this step. Make sure that every child has a correct academic grade (No final grades lower than a 60%) and correct conduct grades.
Wednesday, March 11, 2020	Ms. Burgess will print missing submission report and distribute drafts to teachers with report card checklist. Teachers will verify their grades for report cards by using the report card checklist.	Any teacher with missing submissions will be contacted by Ms. Bentley. By signing report card checklist, you are indicating that all grades have been verified and any corrections have been noted on the list.

Thursday, March 12, 2020	Teachers will submit draft report cards and report card checklist to grade chairs for review. Grade chairs will check teammates' report cards with report card checklist.	By signing report card checklist, you are indicating that all grades have been verified and any corrections have been noted on the list.
Friday, March 13, 2020	Grade chairs will submit report cards and report card to designated administrator by 1PM. Administrative staff will review report cards. Members of the administrative team will return all report cards to teachers by close of business on Monday, March 18, 2019.	Kindergarten and First: Wilkins Second & Third: Zeigler Fourth & Fifth: Lanier SEC: Shaw Administrative staff members will notify Ms. Bentley of all missing report cards.
Monday, March 16, 2020	<u>All teachers will make needed changes in Infinite Campus by noon 03/16/2019.</u> <u>Report Cards will be printed at close of business Monday, March 16, 2019</u>	
Tuesday, March 17, 2020	<u>Report Cards go home</u>	<u>Parent Contact Information sent home</u>

Report Card Timeline 2019-2020

03/12/20-05/22/20

(4th Quarter /2nd Semester)

Due Date	Task	Reminder
Tuesday, April 14, 2020	Progress Reports Due to CST	This report reflects assignments given from 3/12-4/03
Thursday, April 16, 2020	Progress Reports Sent Home	
Tuesday, May 5, 2020	Progress Reports Due to CST	This report reflects assignments given from 4/13-5/01
Thursday, May 7, 2020	Progress Reports Sent Home <ul style="list-style-type: none"> • Notification regarding the recovery process deadline • Teachers will send home the official recovery process letter to students with averages below a 60 with the progress report. • Parent Communication 	
Monday, May 11-15, 2020	Teachers will load final grades in for report cards.	Teachers having difficulties entering grades must contact your Grade-Level Chair daily. <u>Entering grades should occur prior to this step.</u> Make sure that every child has a correct academic grade (No final grades lower than a 60%) and correct conduct grades.
Friday, May 15, 2020	Deadline for Recovery	

Monday, May 18, 2020	Ms. Burgess will print missing submission report, print, & distribute draft copies of report cards for teachers to review with report card checklist. Teachers will verify their grades for report cards.	Ms. Bentley will contact all teachers that appear on report.
Tuesday, May 19, 2020	Grade chairs will submit report cards and report card to designated administrator by 1PM. Administrative staff will review report cards. Members of the administrative team will return all report cards to teachers by close of business on Monday, May 20, 2019.	Kindergarten and First: Wilkins Second & Third: Zeigler Fourth & Fifth: Lanier SEC: Shaw Administrative staff members will notify Ms. Bentley of all missing report cards.
Wednesday, May 20, 2020	All teachers will make needed changes in Infinite Campus by end of day Wednesday, May 20, 2020.	
Friday, May 22, 2020	Report Cards go home: <u>Please check the promotion or retention box before sending report cards home</u>	Last day of School