

To: All School Principals
 FROM: William Lawrence, Associate Superintendent, Curriculum and Instruction
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2011-2012

April 2011

In order to assure uniformity of dates for distribution of report cards for the school year 2011-2012, please distribute according to the schedule below. Alternative education students and exceptional education students will follow the schedule below for their grade levels.

ELEMENTARY (Grades K-5) STUDENTS

| Mid Period Report (for those students needing a mid-term report.) | # of Days | End of Report Period | # of Days | Due in Portal for Principal Review | Final Grades and Comments Due in Portal (teachers may not make changes after this date.) | Print Report Cards | Report Cards Distributed |
|--|-----------|------------------------------|-----------|------------------------------------|---|-----------------------|---------------------------|
| Friday, Sept. 30, 2011 | 28 | Wednesday, November 16, 2011 | 60 | Monday, November 28, 2011 | Thursday, December 1, 2011 | December, 2 - 5, 2011 | Tuesday, December 6, 2011 |

Notify Parents of Potential Retention by Friday, February 17, 2012

| | | | | | | | |
|----------------------------|----|------------------------|----|-------------------------|---------------------------|----------------------|------------------------|
| Thursday, January 19, 2012 | 29 | Tuesday, March 6, 2012 | 60 | Friday, March 9, 2012 | Wednesday, March 14, 2012 | March, 15 - 16, 2012 | Monday, March 19, 2012 |
| Friday, April 20, 2012 | 28 | Thursday, June 7, 2012 | 60 | Wednesday, May 30, 2012 | Monday, June 4, 2012 | June, 5 - 6, 2012 | Thursday, June 7, 2012 |

SECONDARY - MIDDLE SCHOOL STUDENTS

| End of Report Period | No. of Days | Grades Due into Portal | | Report Cards Distributed No Later Than: |
|------------------------------|-------------|-----------------------------|-----------|---|
| Tuesday, October 4, 2011 | 30 | Friday, October 7, 2011 | 4:00 p.m. | Wednesday, October 12, 2011 |
| Wednesday, November 16, 2011 | 30 | Monday, November 28, 2011 | 4:00 p.m. | Thursday, December 1, 2011 |
| Thursday, January 19, 2012 | 29 (89) | Wednesday, January 25, 2012 | 4:00 p.m. | Monday, January 30, 2012 |
| Tuesday, March 6, 2012 | 31 | Friday, March 9, 2012 | 4:00 p.m. | Wednesday, March 14, 2012 |
| Tuesday, April 24, 2012 | 30 | Friday, April 27, 2012 | 4:00 p.m. | Wednesday, May 2, 2012 |
| Thursday, June 7, 2012 | 30 (91) | Monday, June 11, 2012 | 4:00 p.m. | Thursday, June 14, 2012 |

SECONDARY - HIGH SCHOOL STUDENTS

| End of Report Period | No. of Days | Grades Due into Portal | | Report Cards Distributed No Later Than: |
|------------------------------|-------------|-----------------------------|-----------|---|
| Tuesday, October 4, 2011 | 30 | Friday, October 7, 2011 | 4:00 p.m. | Wednesday, October 12, 2011 |
| Wednesday, November 16, 2011 | 30 | Monday, November 28, 2011 | 4:00 p.m. | Thursday, December 1, 2011 |
| Thursday, January 19, 2012 | 29 (89) | Wednesday, January 25, 2012 | 4:00 p.m. | Monday, January 30, 2012 |
| Tuesday, March 6, 2012 | 31 | Friday, March 9, 2012 | 4:00 p.m. | Wednesday, March 14, 2012 |
| Tuesday, April 24, 2012 | 30 | Friday, April 27, 2012 | 4:00 p.m. | Wednesday, May 2, 2012 |
| Thursday, June 7, 2012 | 30 (91) | Monday, June 11, 2012 | 4:00 p.m. | Thursday, June 14, 2012 |