

TO: All School Principals

APRIL 2024

FROM: Daniel J. Evans, Ed.D., Chief Academic Officer

SUBJECT: Schedule for 2024-2025 Report Periods and Distribution of Report Cards

To ensure uniformity of dates for distribution of report cards for the 2024-2025 school year, 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- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in Portal	Report Cards Distributed
Tuesday September 10, 2024	Friday October 11, 2024	43	Friday - 4:00 p.m. October 18, 2024	Thursday October 24, 2024
Wednesday November 13, 2024	Friday December 20, 2024	44	Friday - 4:00 p.m. January 10, 2025	Thursday January 16, 2025
Notify Parents of Potential Retention by Wednesday, February 12, 2025				
Friday February 7, 2025	Friday March 14, 2025	47	Friday - 4:00 p.m. March 28, 2025*	Thursday April 3, 2025
Friday April 25, 2025	Thursday May 29, 2025	46	Thursday - 4:00 p.m. May 22, 2025	Thursday May 29, 2025

Note: Mid-Term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had an N, U, D, or F on the previous report card. Some schools choose to send Mid-Term Progress Reports to all students. Mid-term grades are not entered into Focus.

SECONDARY (GRADES 6-12) STUDENTS

Mid Period Report (for those students needing a mid-term report, see note below)	End of Report Period	# of Days	Final Grades	Report Cards
Tuesday September 10, 2024	Friday October 11, 2024	43	Friday - 4:00 p.m. October 18, 2024	Thursday October 24, 2024
Wednesday November 13, 2024	Friday December 20, 2024	44	Friday - 4:00 p.m. January 10, 2025	Thursday January 16, 2025
Friday February 7, 2025	Friday March 14, 2025	47	Friday - 4:00 p.m. March 28, 2025*	Thursday April 3, 2025
Friday April 25, 2025	Thursday May 29, 2025	46	Thursday- 4:00p.m. May 29, 2025	Tuesday June 3, 2025

Note: Mid-Term Progress reports are distributed to high school and middle school student who have a current grade of D or F.

Some schools choose to send Mid-Term Progress Reports to all students. Midterm grades are not entered into Focus.

* Spring Break is March 17th – 21st, 2025