

TO: All School Principals  
 FROM: Daniel J. Evans, Ed.D., Associate Superintendent, Teaching and Learning Services  
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2023-2024

May 2023

In order to ensure uniformity of dates for distribution of report cards for the school year 2023-2024, 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 12, 2023	Friday October 13, 2023	45	Friday - 4:00 p.m. October 20, 2023	Thursday October 26, 2023
<b>Notify Parents of Potential Retention by Friday, February 9, 2024</b>				
Tuesday November 14, 2023	Thursday December 21, 2023	43	Friday - 4:00 p.m. January 12, 2024	Thursday January 18, 2024
Tuesday February 6, 2024	Friday March 8, 2024	42	Friday - 4:00 p.m. March 22, 2024	Thursday March 28, 2024
Monday April 22, 2024	Wednesday May 29, 2024	50	Wednesday - 4:00 p.m. May 22, 2024	Wednesday May 29, 2024

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 12, 2023	Friday October 13, 2023	45	Friday - 4:00 p.m. October 20, 2023	Thursday October 26, 2023
Tuesday November 14, 2023	Thursday December 21, 2023	43	Friday - 4:00 p.m. January 12, 2024	Thursday January 18, 2024
Tuesday February 6, 2024	Friday March 8, 2024	42	Friday - 4:00 p.m. March 22, 2024	Thursday March 28, 2024
Monday April 22, 2024	Wednesday May 29, 2024	50	Thursday- 4:00 p.m. May 30, 2024	Tuesday June 4, 2024

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.