

To: All School Principals
 FROM: Pamela T. Moore, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2017-2018

April 2017

In order to assure uniformity of dates for distribution of report cards for the school year 2017-2018, 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, 2017	Friday October 13, 2017	46	Friday - 4:00 p.m. October 20, 2017	Friday October 27, 2017
Wednesday November 15, 2017	Friday December 22, 2017	44	Friday - 4:00 p.m. January 12, 2018	Friday January 19, 2018
Notify Parents of Potential Retention by Friday, February 16, 2018				
Wednesday February 7, 2018	Friday March 9, 2018	42	Friday - 4:00 p.m. March 16, 2018	Friday March 23, 2018
Thursday April 19, 2018	Thursday May 24, 2018	48	Friday - 4:00 p.m. May 18, 2018	Thursday May 24, 2018

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. Midterm 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 and Comment Codes Due in FOCUS	Report Cards Distributed No Later Than:
Tuesday September 12, 2017	Friday October 13, 2017	46	Friday - 4:00 p.m. October 20, 2017	Friday October 27, 2017
Wednesday November 15, 2017	Friday December 22, 2017	44	Friday - 4:00 p.m. January 12, 2018	Friday January 19, 2018
Wednesday February 7, 2018	Friday March 9, 2018	42	Friday - 4:00 p.m. March 16, 2018	Friday March 23, 2018
Thursday April 19, 2018	Thursday May 24, 2018	48	Friday - 4:00 p.m. May 25, 2018	Friday June 1, 2018

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. 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.

