

To: All School Principals
 FROM: Kevin Hendrick, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2018-2019

April 2018

In order to assure uniformity of dates for distribution of report cards for the school year 2018-2019, 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 11, 2018	Friday October 12, 2018	44	Friday - 4:00 p.m. October 19, 2018	Friday October 26, 2018
Notify Parents of Potential Retention by Friday, February 15, 2019				
Wednesday November 14, 2018	Friday December 21, 2018	44	Friday - 4:00 p.m. January 11, 2019	Friday January 18, 2019
Tuesday February 5, 2019	Thursday March 7, 2019	41	Friday - 4:00 p.m. <i>March 22, 2019*</i>	Friday March 29, 2019
Friday April 19, 2019	Wednesday May 29, 2019	51	Wednesday - 4:00 p.m. May 22, 2019	Wednesday May 29, 2019

* Delay is due to Spring Break

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 and Comment Codes Due in FOCUS	Report Cards Distributed
Tuesday September 11, 2018	Friday October 12, 2018	44	Friday - 4:00 p.m. October 19, 2018	Friday October 26, 2018
Wednesday November 14, 2018	Friday December 21, 2018	44	Friday - 4:00 p.m. January 11, 2019	Friday January 18, 2019
Tuesday February 5, 2019	Thursday March 7, 2019	41	Friday - 4:00 p.m. <i>March 22, 2019*</i>	Friday March 29, 2019
Friday April 19, 2019	Wednesday May 29, 2019	51	Friday - 4:00 p.m. May 31, 2019	Friday June 7, 2019

* Delay is due to Spring Break

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.