

Report Cards - Grades 3-8

Timelines 2007-2008

These timelines are based on those that have been successfully implemented in our middle schools for many years. Since we will be moving forward as a School District, it is critical that individual teachers and teams meet these deadlines. We will be unable to wait with a district-wide process such as this for individual teachers or teams.

TRIMESTER 1

Date	What Happens/What is Due	Note
11.26.2007	<p>9 AM—All grades must be entered and complete in PowerGrade and PowerSchool Teacher!</p> <p>9 AM—Grades are stored districtwide!</p> <p>9.15 AM—Secretaries run and distribute verification sheets for academic grades.</p>	<p>This is right after Thanksgiving weekend. It is acceptable to “close your books” prior to Thanksgiving weekend and the end of the trimester. As it is, report cards will not go home until one school week after the end of the trimester.</p> <p>Verification sheets will list the students and their corresponding academic grades by class. Unless the building principal requires it, verification sheets need not be turned in. Rather, these sheets must be used to check the accuracy of the grades. Checking Learner Qualities and Comments requires you to re-examine them in PowerSchool Teacher.</p>
11.27.2007	Teachers finish reviewing Academic Grades, Learner Qualities, and Comments. Any corrections that need to be made are made by the teacher or team directly in PowerGrade or PowerSchool Teacher.	
11.28.2007	<p>9 AM—Grades are stored districtwide!</p> <p>9.15 AM—Secretaries begin printing report cards.</p>	<p><i>Sue and Jason will store grades in PowerSchool for all elementary and middle schools simultaneously.</i></p> <p>PowerGrade Black-Out Period Begins!</p>
11.29.2007	Report card printing continues until complete.	On one or more 3-5 instructional videos, Jason said that this was happening in December. He was wrong!
11.30.2007	Report cards are sent home with students.	

The PowerGrade Black-Out Period will end when all report cards have been printed. At that point, e-mail instructions will be given that teachers can make the adjustments to their flashdrives to move them to Trimester 2.

PowerTeacher “Pilots” Teachers—You will not move your flashdrives to Trimester 2 nor will you use your flashdrives or PowerGrade for Trimester 2 grades!

TRIMESTER 2

Date	What Happens/What is Due	Note
03.03.2008	9 AM—All grades must be entered and complete in PowerGrade and PowerSchool Teacher! 9 AM—Grades are stored districtwide! 9.15 AM—Secretaries run and distribute verification sheets for academic grades.	FYI—This is the start of State Testing Week. Unless the building principal requires it, verification sheets need not be turned in. Rather, these sheets must be used to check the accuracy of the grades. Checking Learner Qualities and Comments requires you to re-examine them in PowerSchool Teacher.
03.04.2008	Teachers finish reviewing Academic Grades, Learner Qualities, and Comments. Any corrections that need to be made are made by the teacher or team directly in to PowerGrade or PowerSchool Teacher.	
03.05.2008	9 AM—Grades are stored districtwide! 9.15 AM—Secretaries begin printing report cards.	<i>Sue and Jason will store grades in PowerSchool for all elementary and middle schools simultaneously.</i> PowerGrade Black-Out Period Begins!
03.06.2008	Report card printing continues until complete.	
03.07.2008	Report cards are sent home with students.	

The PowerGrade Black-Out Period will end when all report cards have been printed. At that point, e-mail instructions will be given that teachers can make the adjustments to their flashdrives to move them to Trimester 3.

TRIMESTER 3—Very different timeline in relation to end of Trimester***

Date	What Happens/What is Due	Note
05.22.2008	9 AM—All grades must be entered and complete in PowerGrade and PowerSchool Teacher! 9 AM—Grades are stored districtwide! 9.15 AM—Secretaries run and distribute verification sheets for academic grades.	This is the Thursday <i>before</i> Memorial Day. Unless the building principal requires it, verification sheets need not be turned in. Rather, these sheets must be used to check the accuracy of the grades. Checking Learner Qualities and Comments requires you to re-examine them in PowerSchool Teacher.
05.27.2008	Teachers finish reviewing Academic Grades, Learner Qualities, and Comments. Any corrections that need to be made are made by the teacher or team directly in to PowerGrade or PowerSchool Teacher.	
05.28.2008	9 AM—Grades are stored districtwide! 9.15 AM—Secretaries begin printing report cards.	<i>Sue and Jason will store grades in PowerSchool for all elementary and middle schools simultaneously.</i> PowerGrade Black-Out Period Begins!
05.29.2008	Report card printing continues until complete.	
05.30.2008	Report cards are sent home with students.	

***If this schedule needs to be adjusted to meet the needs of individual schools at the end of the year, that can be discussed following the successful printing of first trimester report cards. Schedule to be adjusted, if necessary, based on official last day of classes.