

REPORTING PERIODS FOR SCHOOL YEAR 2018-2019

Reporting Periods for Report Cards	Terms (Start and End Dates)	Grade Posting Windows		Report to parents no later than
		Open on	Close at 3:00 PM on	
Quarter 1	7/31 - 10/5/2018	10/4/2018	10/18/2018	10/24/2018●
Quarter 2 / Semester 1	10/15 - 12/21/18	12/19/2018	1/11/2019	1/16/2019
Quarter 3	1/07 - 3/15/2019	3/13/2019	3/29/2019	4/10/2019●
Qtr 4 / Semester 2 / Final	3/25 - 6/03/2019	5/24/2019	6/3/2019**	6/15/2019

Reporting Periods for Progress Reports	Mid-quarter	Grade Posting Windows		Report to parents no later than
		Open on	Close at 3:00 PM on	
Mid-Quarter of Q1	9/7/2018	8/31/2018	9/7/2018	9/11/2018
Mid-Quarter of Q2	11/16/2018	11/9/2018	11/16/2018	11/21/2018
Mid-Quarter of Q3	2/8/2019	2/1/2019	2/8/2019	2/13/2019
Mid-Quarter of Q4	4/26/2019	4/18/2019	4/26/2019	5/1/2019

Grades must be posted and verified by 3:00 PM. See directions below for verifying grades.

Directions for submitting grades: All grades should be posted to IC no later than 11:00 AM on the grades posted due dates in **BOLD** above. No later than 11:00 AM on the due date, send a lotus to June with "All grades posted" in the subject line. I will verify that all of your grades ARE posted and will return the email to you as verification. Once you get this email BACK from me confirming that all is well, congratulations, you are done with your grades! Nothing to print and nothing to turn in. I am assuming that if you posted a grade it is correct!

If my verification shows that you are missing grades, you will get an email with detailed information on what is missing. You need to post your missing grades asap and return the email to tell me to check again. If all grades are posted, we will send you back an email confirming this and you are good to go. If you still have grades missing after the second attempt, I will contact you to see what support is necessary.

If you are waiting until the last day of the posting window, please watch your email account for the verification email and follow-up as quickly as possible. Do not assume that your grades are posted until they are verified by me. **Remember that the process for submitting grades is to post and verify with me, not just post!**

If you need assistance with posting grades, do not wait until the due date to ask for help. If you know you will be out on the due date, please plan ahead to post and verify your grades early. It is your responsibility to submit your grades on time. All teachers are invited to post grades early and send your emails to me for verification anytime during the grades posting window. You do not need to wait until the last day of the window.

Our goal is that all grades are posted and verified by the 3:00 PM deadline when the grading window closes to ensure prompt printing of report cards!

**6/3/2019 is the last day for teachers. You cannot sign-out with me until all grades are posted and verified.
Grades should be posted no later than 9:00 AM on June 3.

● **Parent Conferences: October 24, 25, 26; April 10, 11, 12 from 2:00-3:00 in Cafeteria**