

REPORTING PERIODS FOR SCHOOL YEAR 2017-2018

Reporting Period	Reporting Period Ends	Grade Posting Windows		Report to parents no later than
		Open on	Close at 3:00 PM* on	
Mid-Quarter 1	9/8/2017	8/30/2017	9/14/2017	9/18/2017
Quarter 1	10/6/2017	9/29/2017	10/19/2017	10/25/2017 •
Mid-Quarter 2	11/17/2017	11/9/2017	11/21/2017	11/28/2017
Quarter 2 / Sem 1	12/21/2017	12/15/2017	1/12/2018	1/22/2018
Mid-Quarter 3	2/9/2018	2/2/2018	2/15/2018	2/21/2018
Quarter 3	3/16/2018	3/9/2018	4/2/2018	4/10/2018 •
Mid-Quarter 4	4/27/2018	4/19/2018	5/3/2018	5/7/2018
Qtr 4 / Sem 2 / Year	5/31/2018	5/23/2018	6/1/2018**	6/11/2018

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

Directions for verifying grades: All grades should be posted to IC no later than 1:00 PM on the grades posted due dates. No later than 1:00 PM on the due date, send a lotus to June and Lois with "**All grades posted**" in the subject line. No other information is needed. We 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 us with "All grades posted" in the subject line, congratulations, you are done with your grades! Nothing to print and nothing to turn in.

If our verification shows that you are missing grades, you will get an email from us with "**MISSING GRADES**" in the subject line and more detailed information in the body of the email. You need to post your missing grades asap and return the email that says "**MISSING GRADES**" back to us so we can verify your second post. If all grades are posted, we will send you back an email with "All grades posted" and you are good to go. If you still have grades missing after the second attempt, we will come and personally talk to you before 3:00 that day. 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. Report cards cannot be printed until every grade is in the system.

If you need assistance with posting grades, do not wait until the due day to ask for help. If you know you will be out on the due date, please plan ahead and turn in your grades early. All teachers are invited to submit grades early and send your emails to us for verification anytime during the grades posting window.

Our goal is that all grades are posted and verified by the 3:00 PM deadline when the grading window closes.

****6/1/2018 is the last day for teachers.**

You cannot sign-out with me until all grades are posted and verified.

• **Parent Conferences: October 25, 26, 27; April 10, 11, 12 from 2:00-3:00 in Cafeteria**