

Report Cards & Conference Schedule

6th-8th grade

2021-22

Trimester 1 (56 days)	6-8	8/24/21 – 11/12/21
Last day of Trimester	6-8	November 12
D & F Progress Report Input/Editing Window	6-8	9/24/21 – 10/3/21
D & F Progress Report printed & mailed home	6-8	10/4/21 – 10/8/21
Report Card Input/Edit Window	6-8	11/1/21 – 11/12/21 @ 8:00pm
Q/Canvas Passback Closes	6-8	11/12/21 @ 8:00pm
Report Cards printed	6-8	11/15/21
Report Cards ready for parent conferences *Including SpEd report cards/progress report of goals	6-8	11/16/21 – 11/19/21

Trimester 2 (62 days)	6-8	11/15/21 – 3/11/22
Last day of Trimester	6-8	March 11
D & F Progress Report Input/Editing Window	6-8	1/28/22 – 2/6/22
D & F Progress Report printed Spring Parent/Teacher Conferences	6-8	2/7/22 – 2/9/22 2/10/22 – 2/11/22
D & F Progress Report mailed home for those that did not attend Spring Conferences	6-8	2/14/22
Report Card Input/Edit Window	6-8	3/14/22 – 3/25/22 @ 11:59pm
Q/Canvas Passback Closes	6-8	3/25/22 @ 11:59pm
Report Cards processed, printed & mailed *Including SpEd report cards/progress report of goals	6-8	3/28/22 – 4/1/22

Trimester 3 (62 days)	6-8	3/14/22 – 6/17/22
Last Day Trimester	8 ONLY	6/3/22
	6-7	6/17/22
D & F Progress Report Input/Editing Window	6-8	4/22/22 – 5/1/22
D & F Progress Report printed & mailed home	6-8	5/2/22 – 5/6/22
Final Grades Input/Editing Window	8 ONLY	5/23/22 – 6/3/22 @ 11:59pm
	6-7	6/6/22 – 6/15/22 @ 11:59pm
Q/Canvas Passback Closes	6-8	6/15/22 @ 11:59pm
Report Cards processed, printed & mailed home *Including SpEd report cards/progress report of goals	6-8	6/16/22 – 6/24/22

Rationale:

- The first trimester has to end on Nov. 15 and that is also the last day to report grades due to the number of days needed (about 60) in each trimester.
- Each input/edit window is at approx. 2 work weeks and 1 full weekend.
- The input/edit window has to be closed before report cards are to go home to ensure that report cards are completed.
- Any changes which may be needed, after the window closes, can be done by the Office Manager.
- There are 2 separate calendars for TK-5 and 6-8. Therefore, the TK-8 schools will have 2 separate report card calendars for each group of grades.
- **Please note the closing time of the Fall input/edit window. It is 8:00pm due to scheduled downtime at VCOE for that weekend.**

For 6-8 only:

- The input/edit window is for inputting of grades into the report card. Grades should be calculated and entered into Gradebook at any time.
- Time is added after report cards are completed, so the office can print and mail report cards home.
- In the 3rd trimester, the 8th grade due dates are earlier because more processing (i.e. GPA) needs to be done by the office/support staff before promotions occur the last week of school.
- 6th /7th and 8th grade teachers can only input/edit grades in their respective windows.

Special Education:

- SDC - Report cards and progress report of goals must be completed during each trimester's input/editing window.
- RSP - Progress report of goals must be completed during each trimester's input/editing window. These must be ready to be included in the mailing of general education report cards.

SpEd report cards/progress report of goals should be ready to share at parent conferences for first trimester.