

# Report Card & Conference Schedule

Preschool-5<sup>th</sup> grade  
2021-22

Trimester 1 (56 days)	TK-5	8/24/21 – 11/12/21
Last Day of Trimester	PreK	October 24
Last day of Trimester	TK-5	November 12
Report Card Input/Edit Window	PreK	10/25/21 – 10/31/21
Report Card Input/Edit Window	TK-5	11/1/21 – 11/12/21 @ <b>8:00pm</b>
Canvas Closes	TK-5	11/12/21 @ 8:00pm
Fall Parent/Teacher Conferences Progress Reports sent home at conferences <i>*Including SpEd report cards/progress report of goals</i>	PreK	11/18/21 – 11/19/21
Fall Parent/Teacher Conferences Report Cards sent home at conferences <i>*Including SpEd report cards/progress report of goals</i>	TK-5	11/16/21 – 11/19/21

Trimester 2 (62 days)	TK-5	11/15/21 – 3/11/22
Last Day Trimester	TK-5	March 11
Spring Parent/Teacher Conferences	TK-5	2/10/22 – 2/11/22
Report Card Input/Edit Window	TK-5	3/14/22 – 3/25/22 @ 11:59pm
Canvas Closes	TK-5	3/25/22 @ 11:59pm
Report Cards sent home <i>*Including SpEd report cards/progress report of goals</i>	TK-5	4/1/22

Trimester 3 (62 days)	TK-5	3/14/22 – 6/17/22
Report Card Input/Edit Window	PreK	4/22/22 – 4/29/22
Report Card Input/Edit Window	TK-5	5/30/22 – 6/10/22 @ 11:59pm
Final Progress Report sent home at End of Year Parent Conferences <i>*Including SpEd report cards/progress report of goals</i>	PreK	5/19/22 – 5/20/22
Final Report Cards sent home <i>*Including SpEd report cards/progress report of goals</i>	TK-5	6/17/22

#### 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 3<sup>rd</sup> trimester, the 8<sup>th</sup> 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.
- 6<sup>th</sup> /7<sup>th</sup> and 8<sup>th</sup> 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.