Report Card & Conference Schedule
TK-5th grade
2019-20

Trimester 1 (61 days)	TK-5	8/21/19 – 11/15/19
Last day of Trimester	TK-5	November 15
Report Card Input/Edit Window	TK-5	11/9/19 – 11/18/19 11:59pm
Report Cards sent home	TK-5	11/19/19 – 11/22/19 At parent conferences

Trimester 2 (62 days)	TK-5	11/18/19 – 3/13/20
Spring Parent/Teacher Conference	TK-5	2/6/20 – 2/7/20
Last day of Trimester	TK-5	March 13
Report Card Input/Edit Window	TK-5	3/7/20 – 3/19/20 11:59pm
Report Cards sent home	TK-5	3/20/20

Trimester 3 (59 days)	TK-5	3/16/20 – 6/18/20
Report Card Input/Edit Window	TK-5	6/1/20 – 6/17/20 11:59pm
Final Report Card sent home	TK-5	6/18/20

Report Cards & Conference Schedule

6th-8th grade
2019-20

Trimester 1 (61 days)	6-8	8/21/19 – 11/15/19
Last day of Trimester	6-8	November 15
D & F Progress Report Input/Editing Window	6-8	9/21/19 – 9/29/19
D & F Progress Report printed & mailed home	6-8	9/30/19 – 10/4/19
Report Card Input/Edit Window	6-8	11/9/19 – 11/17/19 11:59pm
Report Cards printed	6-8	11/18/19
Report Cards sent home – at parent conferences	6-8	11/19/19 – 11/22/19

Trimester 2 (62 days)	6-8	11/18/19 – 3/13/20
Last day of Trimester	6-8	March 13
D & F Progress Report Input/Editing Window	6-8	1/25/20 – 2/2/20
D & F Progress Report printed Spring Parent/Teacher Conferences	6-8	2/3/20 – 2/5/20 2/6/20 – 2/7/20
D & F Progress Report mailed home for those that did not attend Spring Conferences	6-8	2/7/20
Report Card Input/Edit Window	6-8	3/7/20 – 3/15/20 11:59pm
Report Cards processed, printed & mailed	6-8	3/16/20 – 3/20/20

Trimester 3 (59 days)	6-8	3/16/20 – 6/18/20
D & F Progress Report Input/Editing Window	6-8	4/25/20 – 5/3/20
D & F Progress Report printed & mailed home	6-8	5/4/20 – 5/8/20
Final Grades Input/Editing Window	8 ONLY	5/26/20 – 6/7/20 11:59pm
	6-7	6/1/20 – 6/14/20 11:59pm
Last Day Trimester	8 ONLY	6/5/20
	6-7	6/18/20
Report Cards processed, printed & mailed home	6-8	6/15/20 – 6/18/20

Final: 8-9-19

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 least 2 full weekends and 1 full week.
- 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 is no TK-8 report card calendar. TK-5 and 6-8 can be separated for the first time. Therefore, the TK-8 schools will have 2 separate report card calendars for each group of grades.

For 6-8 only:
- The input/edit window is for inputting of grades into the report card. Grades can be calculated and entered into Gradebook at any time.
- Time needed to be 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 staff.
- 6th & 7th grade teachers will NOT be able to enter grades from 6/15-6/18.
- 8th grade teachers will NOT be able to enter grades from 6/6- 6/18.