

TO: All School Principals

May 2025

FROM: Donnika M. Jones, Chief Academic Officer

SUBJECT: Schedule for 2025-2026 Report Periods and Distribution of Report Cards

To ensure uniformity of dates for distribution of report cards for the 2025-2026 school year, please distribute according to the schedule below. Alternative education students and exceptional education students will follow the schedule below for their grade levels.

ELEMENTARY (Grades K-5) STUDENTS

Mid Period Report (for those students needing a mid-term report- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in Portal	Report Cards Distributed
Wednesday September 10, 2025	Friday October 10, 2025	43	Friday- 4:00 p.m. October 17, 2025	Thursday October 23, 2025
Thursday November 13, 2025	Friday December 19, 2025	44	Friday - 4:00 p.m. January 9, 2026	Thursday January 15, 2026
Notify Parents of Potential Retention by Wednesday, February 11, 2026				
Friday February 6, 2026	Friday March 13, 2026	47	Friday - 4:00 p.m. March 27, 2026*	Thursday April 2, 2026
Friday April 24, 2026	Thursday May 28, 2026	46	Thursday - 4:00 p.m. May 21, 2026	Thursday May 28, 2026

Note: Mid-Term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had an N, U, D, or F on the previous report card. Some schools choose to send Mid-Term Progress Reports to all students. Mid-term grades are not entered into Focus.

SECONDARY (GRADES 6-12) STUDENTS

Mid Period Report (for those students needing a mid-term report, see note below)	End of Report Period	# of Days	Final Grades	Report Cards
Wednesday September 10, 2025	Friday October 10, 2025	44	Friday - 4:00 p.m. October 17, 2025	Thursday October 23, 2025
Thursday November 13, 2025	Friday December 19, 2025	44	Friday - 4:00 p.m. January 9, 2026	Thursday January 15, 2026
Friday February 6, 2026	Friday March 13, 2026	47	Friday - 4:00 p.m. March 27, 2026*	Thursday April 2, 2026
Friday April 24, 2026	Thursday May 28, 2026	46	Thursday 4:00p.m. May 28, 2026	Tuesday June 2, 2026

Note: Mid-Term Progress reports are distributed to high school and middle school student who have a current grade of D or F.

Some schools choose to send Mid-Term Progress Reports to all students. Midterm grades are not entered into Focus.

* Spring Break is March 14th – 22nd, 2026