

To: All School Principals
 FROM: Kevin Hendrick, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2021-2022

January 2021

In order to assure uniformity of dates for distribution of report cards for the school year 2021-2022, 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 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
Thursday September 9, 2021	Thursday October 7, 2021	41	Friday - 4:00 p.m. October 15, 2021	Tuesday October 19, 2021
Wednesday November 10, 2021	Friday December 17, 2021	45	Friday - 4:00 p.m. January 7, 2022	Tuesday January 11, 2022
Notify Parents of Potential Retention by Friday, February 4, 2022				
Friday February 4, 2022	Friday March 11, 2022	47	Friday - 4:00 p.m. March 25, 2022	Tuesday March 29, 2022*
Friday April 22, 2022	Thursday May 26, 2022	47	Monday - 4:00 p.m. May 23, 2022	Thursday May 26, 2022

** Delay is due to Spring Break*

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 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
Thursday September 9, 2021	Thursday October 7, 2021	41	Friday - 4:00 p.m. October 15, 2021	Tuesday October 19, 2021
Wednesday November 10, 2021	Friday December 17, 2021	45	Friday - 4:00 p.m. January 7, 2022	Tuesday January 11, 2022
Friday February 4, 2022	Friday March 11, 2022	47	Friday - 4:00 p.m. March 25, 2022	Tuesday March 29, 2022*
Friday April 22, 2022	Thursday May 26, 2022	47	Friday- 4:00 p.m. May 27, 2022	Wednesday June 1, 2022

** Delay is due to Spring Break*

Note: Mid-Term Progress reports are distributed to high school and middle school students 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.