

To: All School Principals  
 FROM: Kevin Hendrick, Associate Superintendent, Teaching and Learning Services  
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2019-2020

April 2019

In order to assure uniformity of dates for distribution of report cards for the school year 2019-2020, 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
Thursday September 12, 2019	Friday October 11, 2019	42	Friday - 4:00 p.m. October 18, 2019	Tuesday October 29, 2019
<b>Notify Parents of Potential Retention by Friday, February 14, 2020</b>				
Wednesday November 13, 2019	Friday December 20, 2019	44	Friday - 4:00 p.m. January 10, 2020	Tuesday January 21, 2020
Friday February 7, 2020	Friday March 13, 2020	47	Friday - 4:00 p.m. <i>March 27, 2020*</i>	Monday April 6, 2020
Friday April 24, 2020	Friday May 29, 2020	47	Friday- 4:00 p.m. May 22, 2020	Friday May 29, 2020

*\* 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 those students needing a mid-term report- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in FOCUS	Report Cards Distributed
Thursday September 12, 2019	Friday October 11, 2019	42	Friday- 4:00 p.m. October 18, 2019	Tuesday October 29, 2019
Wednesday November 13, 2019	Friday December 20, 2019	44	Friday - 4:00 p.m. January 10, 2020	Tuesday January 21, 2020
Friday February 7, 2020	Friday March 13, 2020	47	Friday - 4:00 p.m. <i>March 27, 2020*</i>	Monday April 6, 2020
Friday April 24, 2020	Friday May 29, 2020	47	Monday - 4:00 p.m. June 1, 2020	Friday June 5, 2020

*\* Delay is due to Spring Break*

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.