

TO: All School Principals
 FROM: Kevin Hendrick, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards 2020-2021

August 2020

In order to assure uniformity of dates for distribution of report cards for the school year 2020-2021, 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 17, 2020	Friday October 23, 2020	44	Friday - 4:00 p.m. Friday, Oct. 30	Tuesday November 3, 2020
Notify Parents of Potential Retention by Friday, February 12, 2021				
Wednesday November 18, 2020	Friday January 15, 2021	44	Monday - 4:00 p.m. January 25, 2021	Tuesday February 2, 2021
Friday February 12, 2021	Wednesday March 31, 2021	45	Friday - 4:00 p.m. April 9, 2021	Tuesday April 20, 2021
Friday April 30, 2021	Wednesday June 9, 2021	47	Friday, June 4- 4:00 p.m.	Wednesday June 9, 2021

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 17, 2020	Friday October 23, 2020	43	Friday- 4:00 p.m. October 23, 2020	Tuesday November 3, 2020
Wednesday November 18, 2020	Friday January 15, 2021	44	Monday - 4:00 p.m. January 25, 2021	Tuesday February 2, 2021
Friday February 12, 2021	Wednesday March 31, 2021	45	Friday - 4:00 p.m. April 9, 2021	Tuesday April 20, 2021
Friday April 30, 2021	Wednesday June 9, 2021	48	Wednesday- 4:00 p.m. June 9, 2021	Tuesday June 15, 2021

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.