

To: All School Principals
 FROM: Pamela T. Moore, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2015-2016

May 2015

In order to assure uniformity of dates for distribution of report cards for the school year 2015-2016, 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
Friday September 18, 2015	Friday October 16, 2015	39	Friday - 4:00 p.m. October 23, 2015	Wednesday October 28, 2015
Notify Parents of Potential Retention by Friday, February 19, 2016				
Monday November 16, 2015	Tuesday January 5, 2016	40	Friday - 4:00 p.m. January 8, 2016	Wednesday January 13, 2016
Monday February 8, 2016	Friday March 11, 2016	46	Friday - 4:00 p.m. March 18, 2016	Wednesday March 30, 2016
Wednesday April 27, 2016	Tuesday June 7, 2016	55	Wednesday - 4:00 p.m. June 1, 2016	Tuesday June 7, 2016

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. Midterm 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 No Later Than:
Friday September 18, 2015	Friday October 16, 2015	39	Friday - 4:00 p.m. October 23, 2015	Wednesday October 28, 2015
Monday November 16, 2015	Tuesday January 5, 2016	40	Friday - 4:00 p.m. January 8, 2016	Wednesday January 13, 2016
Monday February 8, 2016	Friday March 11, 2016	46	Friday - 4:00 p.m. March 18, 2016	Wednesday March 30, 2016
Wednesday April 27, 2016	Tuesday June 7, 2016	55	Thursday - 4:00 p.m. June 9, 2016	Wednesday June 15, 2016

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. 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.