

To: All School Principals  
 FROM: Pamela T. Moore, Associate Superintendent, Teaching and Learning Services  
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2016-2017

April 2016

In order to assure uniformity of dates for distribution of report cards for the school year 2016-2017, 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 9, 2016	Tuesday October 11, 2016	44	Tuesday - 4:00 p.m. October 18, 2016	Tuesday October 25, 2016
Notify Parents of Potential Retention by Friday, February 17, 2017				
Friday November 11, 2016	Friday December 16, 2016	42	Friday - 4:00 p.m. January 6, 2017	Friday January 13, 2017
Friday February 3, 2017	Friday March 10, 2017	47	Friday - 4:00 p.m. March 24, 2017	Friday March 31, 2017
Friday April 21, 2017	Thursday May 25, 2017	47	Friday - 4:00 p.m. May 19, 2017	Thursday May 25, 2017

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 9, 2016	Tuesday October 11, 2016	44	Tuesday - 4:00 p.m. October 18, 2016	Tuesday October 25, 2016
Friday November 11, 2016	Friday December 16, 2016	42	Friday - 4:00 p.m. January 6, 2017	Friday January 13, 2017
Friday February 3, 2017	Friday March 10, 2017	47	Friday - 4:00 p.m. March 24, 2017	Friday March 31, 2017
Friday April 21, 2017	Thursday May 25, 2017	47	Friday - 4:00 p.m. May 26, 2017	Friday June 2, 2017

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.