

To: All School Principals  
 FROM: Kevin Hendrick, Associate Superintendent, Teaching and Learning Services  
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2022-2023

April 2022

To assure uniformity of dates for distribution of report cards for the school year 2022-2023, 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
Monday September 12, 2022	Friday October 14, 2022	47	Friday - 4:00 p.m. October 21, 2022	Thursday October 27, 2022
Tuesday November 15, 2022	Thursday December 22, 2022	43	Friday - 4:00 p.m. January 13, 2023	Thursday January 19, 2023
<b>Notify Parents of Potential Retention by Friday, February 3, 2022</b>				
Tuesday February 7, 2023	Friday March 10, 2023	43	Friday - 4:00 p.m. March 24, 2023	Thursday March 30, 2023*
Friday April 21, 2023	Thursday May 25, 2023	47	Friday- 4:00 p.m. May 19, 2023	Thursday May 25, 2023

*\* 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
Monday September 12, 2022	Friday October 14, 2022	47	Friday - 4:00 p.m. October 21, 2022	Thursday October 27, 2022
Tuesday November 15, 2022	Thursday December 22, 2022	43	Friday - 4:00 p.m. January 13, 2023	Thursday January 19, 2023
Tuesday February 7, 2023	Friday March 10, 2023	43	Friday - 4:00 p.m. March 24, 2023	Thursday March 30, 2023*
Friday April 21, 2023	Thursday May 25, 2023	47	Friday- 4:00 p.m. May 26, 2023	Tuesday May 30, 2023

*\* 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.