

# Elementary School

## REPORT CARD PROCESSING SCHEDULE FOR 2021/2022 (SY'22)

Term	Terms Ends 3:00 PM	Teachers enter term grade information into TAC & Secretaries submit processing forms By 8:00 AM	Report Card files generated & validated by SIS Team. PDF placed in SharePoint by close of business.	Teachers Review/ Corrections Completed as Needed by School	Schools Retrieve/Print Report Cards From SharePoint	Report Cards To Be Distributed
1	Monday 10/25/21	Friday 10/29/21	Friday 10/29/21	Monday 11/1/21	Tuesday 11/2/21	Friday 11/5/21
2	Thursday 1/13/22	Thursday 1/20/22	Thursday 1/20/22	Friday 1/21/22	Monday 1/24/22	Thursday 1/27/22
3	Friday 3/25/22	Thursday 3/31/22	Thursday 3/31/22	Friday 4/1/22	Monday 4/4/22	Thursday 4/7/22
4	Wednesday 5/18/22	Tuesday 5/24/22	Tuesday 5/24/22	Wednesday 5/25/22	Thursday 5/26/22	Wednesday, 6/1/22

- 4<sup>th</sup> Term schedule is subject to change
- **Reminder:** Teachers should communicate unsatisfactory performance by three days past mid-term
- Report cards distributed to students on last day of school