

# Elementary School

## REPORT CARD PROCESSING SCHEDULE FOR 2019-2020 (SY'20)

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	Thursday 11/7/19	Wednesday 11/13/19	Wednesday 11/13/19	Thursday 11/14/19	Friday 11/15/19	Tuesday 11/19/19
2	Tuesday, 1/28/20	Monday, 2/3/2020	Monday, 2/3/2020	Tuesday, 2/4/2020	Wednesday, 2/5/2020	Friday, 2/7/2020
3	Wednesday 4/8/20	Thursday 4/16/20	Thursday 4/16/20	Friday 4/17/20	Monday 4/20/20	Wednesday 4/22/20
4	Thursday 5/28/20	Wednesday 6/3/20	Wednesday 6/3/20	Thursday 6/4/20	Friday 6/5/20	Wednesday 6/10/20

- 4<sup>th</sup> Term schedule is subject to change.
- Elementary staff may follow the same Interim deadlines as secondary staff (10/16, 1/8, 3/11, 5/18)