

Middle & High School

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

Term	Terms Ends 3:00 PM	Teacher Grade Entry Complete & Secretaries notify SIS Team by 8:00 a.m.	Petition Eligibility	SIS Team to Assign Final Marks and Contact Guidance Dept.	Schools to Print Verification Sheets & Complete Corrections	Guidance submit Report Card Processing Form to SIS Team no later than 8:00 a.m.	Eligibility Ineligibility Date	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	Friday 10/29/21	Monday 11/1/21	Tuesday 11/2/21	Tuesday 11/2/21	Wednesday 11/3/21	Friday 11/5/21
2	Thursday 1/13/22	Thursday 1/20/22	Thursday 1/20/22	Thursday 1/20/22	Friday 1/21/22	Monday 1/24/22	Monday 1/24/22	Tuesday 1/25/22	Thursday 1/27/22
3	Friday 3/25/22	Thursday 3/31/22	Thursday 3/31/22	Thursday 3/31/22	Friday 4/1/22	Monday 4/4/22	Monday 4/4/22	Tuesday 4/5/22	Thursday 4/7/22
4	Wednesday 6/1/22	Thursday 6/2/22	Thursday 6/2/22	Thursday 6/2/22	Friday 6/3/22	Monday 6/6/22	August 1	Tuesday 6/7/22	Thursday 6/9/22

- 4th Term Schedule is subject to change.