***MEMORANDUM***

To: Elementary Schools

From: Jason Hill, Coordinator, Instructional Technology & Student Data Systems

Date: April 26, 2019

***Subj: Grading Windows for the 2019-2020 School Year***

The following are the dates for report card windows for the 2019 – 2020 school year. Please use these dates for your planning. If your site has specific needs to change the grading windows please let me know.

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| ***Trimester 1 (M1) – Ends on 11/08/19*** |  |  |
| Grading Window Opens 12:00 am | Friday, October 25 |  |
| Grading Window Closes 10:00 pm | Monday, November 18 |  |
| Report Card Attendance Window  Report Cards Delivered During Parent Conference | 8/7/19 – 11/08/19 (66 Teaching Days)  11/18/19-11/22/19 |  |
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| ***Trimester 2 (M2) – Ends on 2/28/20*** |  |  |
| Grading Window Opens 12:00 am | Friday, February 14 |  |
| Grading Window Closes 10:00 pm | Monday, March 9 |  |
| Report Card Attendance Window  Report Cards Mailed/Handed Out | 11/13/19 – 2/28/20 (56 Teaching Days)  Friday, March 6, 2019 |  |
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| ***Trimester 3 (M3) – Ends on 6/4/20*** |  |  |
| Grading Window Opens 12:00 am | Friday, May 15 |  |
| Grading Window Closes 10:00 pm | Monday, June 8 |  |
| Report Card Attendance Window  Report Cards Mailed/Handed Out | 3/2/19– 6/4/19 (58 Teaching Days)  Thursday, June 6, 2019 |  |
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| ***TK/K Semester 1 (M1) – Ends on 12/13/2019*** |  |  |
| Grading Window Opens 12:00 am | Friday, October 25 |  |
| Grading Window Closes 10:00 pm | Friday, December 13 |  |
| Report Card Attendance Window | 8/7/19 – 12/13/19 (84 Teaching Days) |  |
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| ***TK/K Semester 2 (M3) – Ends on 6/4/2020*** |  |  |
| Grading Window Opens 12:00 am | Friday, May 15 |  |
| Grading Window Closes 10:00 pm | Monday, June 8 |  |
| Report Card Attendance Window | 1/6/20 – 6/4/20 (96 Teaching Days) |  |