***MEMORANDUM***

To: Secondary Schools

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

Date: March 3, 2019

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

The following are the dates for deficiency notices and report card notices 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.

***FALL 2019***

|  |  |  |
| --- | --- | --- |
| ***Deficiency Notices (1)*** |  |  |
| Grading Window Opens 12:00 am  | Wednesday, September 4 |  |
| Grading Window Closes 10:00 pm  | Wednesday, September 11 |  |
| Deficiency notices distributed to students | Friday September 13 | Hand Carried\Mailed Home |
|  |  |  |
| ***1st Quarter Grades- End of Qtr, October 4***  |  |  |
| Grading Window Opens 12:00 am  | Wednesday, October 2 |  |
| Grading Window Closes 10:00 pm  | Wednesday, October 9 |  |
| Grade Reports distributed to students  | Tuesday, October 15 | Hand Carried\Mailed Home |
|  |  |  |
| ***Deficiency Notices (2)*** |  |  |
| Grading Window Opens 12:00 am | Wednesday, October 30 |  |
| Grading Window Closes 10:00 pm  | Wednesday, November 6 |  |
| Deficiency notices distributed to students | Friday, November 8 | Hand Carried\Mailed Home |
|  |  |  |
| ***First Semester Report Card – End of Sem, December 12*** |  |  |
| Grading Window Opens 12:00 am | Wednesday, December 4 |  |
| Grading Window Closes 10:00 pm | Friday, December 13 |  |
| Semester reports mailed | Wednesday, January 2 | Mailed Home |

***Spring 2020***

|  |  |  |
| --- | --- | --- |
| ***Deficiency Notices (3)*** |  |  |
| Grading Window Opens 12:00 am  | Wednesday, February 5 |  |
| Grading Window Closes 10:00 pm  | Wednesday, February 12 |  |
| Deficiency notices distributed to students | Friday, February 14 | Hand Carried\Mailed Home |
|  |  |  |
| ***3rd Quarter Grades- End of Qtr, March 13*** |  |  |
| Grading Window Opens 12:00 am  | Wednesday, March 11 |  |
| Grading Window Closes 10:00 pm  | Wednesday, April 1 |  |
| Grade Reports distributed to students  | Tuesday, April 7 | Hand Carried\Mailed Home |
|  |  |  |
| ***Deficiency Notices (4)*** |  |  |
| Grading Window Opens 12:00 am | Wednesday, April 29 |  |
| Grading Window Closes 10:00 pm  | Wednesday, May 6 |  |
| Deficiency notices distributed to students | Friday, May 8 | Hand Carried\Mailed Home |
|  |  |  |
| ***Second Semester Report Card – End of Sem, June 4*** |  |  |
| Grading Window Opens 12:00 am | Wednesday, May 27 |  |
| Grading Window Closes 10:00 pm | Friday, June 5 |  |
| Semester reports mailed | Wednesday, June 10 | Mailed Home |