

## Secondary Report Card Schedule for 2017-2018

### **First Quarter Ends**

**Friday, October 27, 2017**

**Process to be completed**

Wednesday, November 1, 2017

Teachers generate verification forms and return verification forms

Thursday, November 2, 2017

Run readiness report, store grades, generate report card file for printing by 5 p.m.

Wednesday, November 8, 2017

Report cards ready for pickup at GPC

Thursday, November 9, 2017

Send home report cards

### **Second Quarter Ends**

**Friday, January 19, 2018**

**Process to be completed**

Thursday, January 25, 2018

Teachers generate verification forms and return verification forms

Friday, January 26, 2018

Run readiness report, store grades, generate report card file for printing by 5 p.m.

Wednesday, January 31, 2018

Report cards ready for pickup at GPC

Friday, February 2, 2018

Send home report cards

### **Third Quarter Ends**

**Wednesday, March 28, 2018**

**Process to be completed**

Thursday, April 12, 2018

Teachers generate verification forms and return verification forms

Friday, April 13, 2018

Run readiness report, store grades, generate report card file for printing by 5 p.m.

Wednesday, April 18, 2018

Report cards ready for pickup at GPC

Thursday, April 19, 2018

Send home report cards

### **Fourth Quarter Ends**

**Friday, June 8, 2018**

**Process to be completed**

Tuesday, June 5, 2018

Teachers generate verification forms and return verification forms

Wednesday, June 6, 2018

Run readiness report, store grades, generate report card file for printing by 5 p.m.

Thursday, June 7, 2018

Report cards ready for pickup at GPC

Friday, June 8, 2018

Send home report cards