Elementary 3-5 Report Card Schedule for 2018-2019

First quarter ends **Tuesday, October 30, 2018**	**Process to be completed**
Friday, November 2, 2018	Teachers complete grade entry, generate and turn in Verification Forms
Tuesday, November 6, 2018	Run Readiness Report, store grades and generate report card file for printing by 5 p.m.
Thursday, November 8, 2018	Report cards ready for pickup at GPC
Friday, November 9, 2018	Send home report cards

Second quarter ends **Friday, January 18, 2019**	**Process to be completed**
Thursday, January 24, 2019	Teachers complete grade entry, generate and turn in Verification Forms
Monday, January 28, 2019	Run Readiness Report, store grades and generate report card file for printing by 3 p.m
Wednesday, January 30, 2019	Report cards ready for pickup at GPC
Friday, February 1, 2019	Send home report cards

Third quarter ends **Thursday, March 28, 2019**	**Process to be completed**
Tuesday, April 2, 2019	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, April 4, 2019	Run Readiness Report, store grades and generate report card file for printing by 5 p.m
Tuesday, April 9, 2019	Report cards ready for pickup at GPC
Friday, April 12, 2019	Send home report cards

Fourth quarter ends **Friday, June 7, 2019**	**Process to be completed**
Monday, June 3, 2019	Teachers complete grade entry, generate and turn in Verification Forms
Tuesday, June 4, 2019	Run Readiness Report, store grades and generate report card file for printing by 5 p.m
Thursday, June 6, 2019	Report cards ready for pickup at GPC
Friday, June 7, 2019	Send home report cards