

## Elementary K-2 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