

Elementary Report Card Schedule for 2016-2017

First Quarter Ends

Friday, October 28, 2016

Wednesday, November 2, 2016

Process to be Completed

Teachers generate Verification Forms and return Verification Forms

Thursday, November 3, 2016

Run Readiness rpt, Store grades, generate report card file for printing by 5 pm

Wednesday, November 9, 2016

Report Cards ready for p/u at GPC

Monday, November 14, 2016

Send Home Report Cards

Second Quarter Ends

Tuesday, January 24, 2017

Monday, January 30, 2017

Process to be Completed

Teachers generate Verification Forms by 8:00am And Return Verification Forms

Run Readiness rpt,

Monday, January 30, 2017

Store grades, generate report card file for printing by 5 pm

Thursday, February 2, 2017

Report Cards ready for p/u at GPC

Monday, February 6, 2017

Send Home Report Cards

Third Quarter Ends

Thursday, March 30, 2017

Thursday, April 6, 2017

Process to be Completed

Teachers generate Verification Forms

And Return Verification Forms

Friday, April 7, 2017

Run Readiness rpt, Store grades, generate report card file for printing by 5 pm

Monday, April 17, 2017

Report Cards ready for p/u at GPC

Wednesday, April 19, 2017

Send Home Report Cards

Fourth Quarter Ends

Friday, June 09, 2017

Tuesday, June 6, 2017

Process to be Completed

Teachers generate Verification Forms

And Return Verification Forms

Wednesday, June 7, 2017

Run Readiness rpt, Store grades, generate report card file for printing by 5 pm**

Thursday, June 8, 2017

Report Cards ready for p/u at GPC

Friday, June 09, 2017

Send Home Report Cards