

## Secondary Report Card Schedule for 2016-2017

### First Quarter Ends

**Friday, October 28, 2016**

	<b>Process to be Completed</b>
Wednesday, November 2, 2016	Teachers generate Verification Forms
Thursday, November 3, 2016	Run Rediness report, Store Grades, and generate report card file for printing by 5:00pm
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**

	<b>Process to be Completed</b>
Monday, January 30, 2017	Teachers generate Verification Forms by 8:00am And Return Verification Forms
Monday, January 30, 2017	Run Readiness rpt, Store grades, generate report card file for printing by 5 pm
Thursday, February 2, 2017	Report Cards ready for p/u at GPC for middle schools
Monday, February 6, 2017	Send Home Report Cards for middle schools
<b>High Schools only:</b>	
Monday, February 6, 2017	Gradebooks are updated with late arriving test scores, verification reports generated
Tuesday February 7, 2017	Grades stored to reflect updates of exam scores and sent to Graphic Production by 5:00pm
Friday February, 10, 2017	Report Cards ready for pick up
Tuesday February 14, 2017	Send home Report Cards for High Schools

### Third Quarter Ends

**Thursday, March 30, 2017**

	<b>Process to be Completed</b>
Thursday, April 6, 2017	Teachers generate 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**

	<b>Process to be Completed</b>
Tuesday, June 6, 2017	Teachers generate 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