

Elementary 3-5 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 26, 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 08, 2018

Process to be completed

Tuesday, June 5, 2018

Teachers generate verification forms and return verification forms

Tuesday, June 5, 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