

Secondary 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

Friday, June 7, 2019

Teachers complete grade entry, generate and turn in Verification Forms

Monday, June 10, 2019

Run Readiness Report, store grades and generate report card file for printing by 5 p.m.

Wednesday, June 11, 2019

Report cards ready for pickup at GPC

Friday, June 14, 2019

Send home report cards