

CMS Secondary Report Card Schedule for 2019-2020

First quarter ends Friday, October 25th, 2019	Process to be completed
Wednesday, October 30 th , 2019	Teachers complete grade entry, generate and turn in Verification Forms
Friday, November 1 st , 2019	Run Readiness Report, store grades & generate report card file for print by 5pm
Tuesday, November 5 th , 2019	Report cards ready for pickup at GPC
Wednesday, November 6 th , 2019	Send home report cards

Second quarter ends Thursday, January 23rd, 2020	Process to be completed
Tuesday, January 28 th , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, January 30 th , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, February 3 rd , 2020	Report cards ready for pickup at GPC
Tuesday, February 4 th , 2020	Send home report cards

Third quarter ends Thursday March 26th, 2020	Process to be completed
Tuesday, March 31 st , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, April 2 nd , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, April 6 th , 2020	Report cards ready for pickup at GPC
Tuesday, April 7 th , 2020	Send home report cards

Fourth quarter ends Tuesday, June 9th, 2020	Process to be completed
Tuesday, June 9 th , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, June 11 th , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, June 15 th , 2020	Report cards ready for pickup at GPC
Tuesday, June 16 th , 2020	Send home report cards

CMS Progress Report Schedule for 2019-2020

First Quarter	September 24-25, 2019
Second Quarter	December 5-6, 2019
Third Quarter	February 25-26, 2020
Fourth Quarter	May 7-8, 2020