

CMS Secondary Report Card Schedule for 2022-2023

First quarter ends Friday, October 28, 2022

Process to be completed

Monday, October 31, 2022	Teachers complete Q1 grade entry, generate and turn in <i>Verification Forms</i>
Wednesday, November 2, 2022	Run <i>Readiness Report</i> , store grades & generate report card file for print by 4pm
Friday, November 4, 2022	Report cards ready for pickup at GPC
Monday, November 7, 2022	Send home report cards

Second quarter ends Tuesday, January 24, 2023

Process to be completed

Wednesday, January 25, 2023	Last day for teachers to enter assignment grades (Q2)
Thursday, January 26, 2023	Last day for teachers to enter exam grades (X1). Teachers generate and turn in <i>Verification Forms</i>
Friday, January 27, 2023	Run <i>Readiness Report</i> , store grades & generate report card file for print by 4pm
Monday, January 30, 2023	Report cards ready for pickup at GPC
Tuesday, January 31, 2023	Send home report cards

Third quarter ends Friday, March 24, 2023

Process to be completed

Monday, March 27, 2023	Teachers complete Q3 grade entry, generate and turn in <i>Verification Forms</i>
Wednesday, March 29, 2023	Run <i>Readiness Report</i> , store grades & generate report card file for print by 4pm
Friday, March 31, 2023	Report cards ready for pickup at GPC
Monday, April 3, 2023	Send home report cards

Fourth quarter ends Friday, June 9, 2023

Process to be completed

Thursday, June 8, 2023	Last day for teachers to enter assignment grades (Q4)
Monday, June 12, 2023	Last day for teachers to enter exam grades (E1). Teachers generate and turn in <i>Verification Forms</i>
Tuesday, June 13, 2023	Run <i>Readiness Report</i> , store grades & generate report card file for print by 4pm
Thursday, June 15, 2023	Report cards ready for pickup at GPC
Friday, June 16, 2023	Send home report cards

CMS Progress Report Schedule for 2022-2023

First Quarter	September 27-28, 2022	Third Quarter	February 23-24, 2023
Second Quarter	December 7-8, 2022	Fourth Quarter	May 5-8, 2023