

2018-2019 SCHEDULING CALENDAR		
January 2018 - August 2018		
NOTE ***** ALL DATES ARE SUBJECT TO CHANGE		
LEVEL	January	
Ad/Voc	8	Start of 2nd Trimester (Jan 8 - April 6)
S	8	DSIS available for Future input of course information
K12	19	End of second grading period
K12	19	Gradebook Uploads due to ITS for second grading period (No Teacher Workday)
S	19	Deadline to receive FLVS & Dual Enrollment grade files
K12	26	Automatic assignment of future school grade (Except Grade 3) starting at 5:00PM
K12	29	DSIS available for all future school activity
K12	30	Report Cards for second grading period available to schools
February		
5th & S	1	Begin printing of Student Subject Selection Forms and Student Control Lists
S	5	Aspen Scheduling create Future Scenario (If Future courses exist)
K12	5-9	FTE Week for 171 Survey 3
S	9	Last day to order Final Standard GPA (4:00PM)
K12	12	DECO files available for correction of Survey 3
S	12	First transmission of Talented Top 20 (2nd transmission on 3/1; final transmission on 3/19)
K12	23	Interim Progress Reports for 3rd grading period distributed to students
March		
S	1	Second transmission of Talented Top 20 (final transmission on 3/19)
S	19	Third and final transmission of Talented Top 20
K12	22	End of third grading period
K12	23	Gradebook Uploads due to ITS for third grading period.
K12	26-30	Spring Break
April		
Ad/Voc	6	End of Second Trimester (Jan 8 - Apr 16)
Ad/Voc	9	Start of 3rd Trimester (April 9 - Aug 1)
K12	10	Report Cards for third grading period available to schools
K12	16	Future schools complete entry of feeder (future) students. Schools request Transmittal Lists from ITS as input is completed

April (Continued)		
E	16	Identify Elementary Teacher Grade Placement for 2018-2019
E	20	ITS creates Elementary Master Schedules and prints the Teacher Course Assignment and Student Academic Programs Worksheets (SAPAF)
E	23	Begin Entry Future Student HR Sections (complete by May 7)
May		
E	1	Elementary Schools begin entering teacher Course Section information on the Course Record screen for 2018-2019 (DSIS Cycle 181/Aspen School Year 2019).
S	1	Preliminary Master Sched w/ Students for Budget Conf
K12	4	Interim Progress Reports for the 4th grading period distributed to students
E	7	Schools complete the entry of Future homeroom information (Apr 23 - May 7)
K12	7	Schools request Summer School Subject Selection Forms via HEAT (available until May 29)
n/a	TBA	Transportation Summer School screens (WSTS) activated for Dept. of Transportation Staff
K12	11	Fall File Preparation Survey Due. Information used to prepare files for student schedules, data cards, and gradebook attendance collection.
E	14	Schools begin assigning Students' Academic Programs (This process may begin earlier if the Course Record (PF9) screen has been completed.)
Alt Ed	17	Alt Ed End of School Year (8012, 8014, 8141) Not 8017
Alt Ed	17	Alt Ed Uploads fourth nine-week grades (8012, 8014, 8141, 0331, 0351) Not 8017
Alt Ed	18	Alt Ed DSIS available for summer session entry (May 18 - July 7) FOR ALTERNATIVE ED ONLY.
Alt Ed	18	Alt Ed Summer Session Begins (May 18-Aug 5) (8012, 8014, 8141,) TENTATIVE
K12	29	DSIS available for summer session entry (May 29 - July 3 -- home schools only)
June		
K12	TBA	Transportation Summer School screens (WSTS) activated for all M-DCPS schools
K-8	4	Completed Summer School Subject Selection Forms due to Instructional Summer Centers
K12	4	Create Summer Course Offering and Master Schedule for (Cycle 18S)
K12	7	End of school year 2017-2018 (171)
K12	7	All attendance corrections for Cycle 171 must be completed prior to 5:00PM on the last day of school.
K12	TBA	Deactivate Transportation Routing Screens (WTRS) for all schools. (Current Year)
K12	8	Gradebook Uploads due to ITS for fourth grading period
K12	8	Deadline for FLVS & Dual Enrollment grade files

June (Continued)		
K12	TBA	Deadline for NEW students to be entered into DSIS Future and guaranteed transportation on the first day of school. (New students entered after the deadline will not receive transportation until after the third day of school.)
K12	11	Complete the Summer Session Master Schedule and begin scheduling students
Alt Ed	11-15	Alt Ed FTE week for summer session - Survey 4 2017-2018 (8012, 8014, 8141)
K12	13	Perfect Attendance Letters Available for Pickup at ITS
E	15	Academic Programs assigned to all students. Academic Programs must be correct in DSIS for Gradebook and other instructional applications for the new school year.
K12	15	Gradebook will be inactivated for end of year (2017-2018) processing
Alt Ed	18	DECO files available for correction for Survey 4 (8012, 8014, 8141)
K12	19	Report Cards for fourth grading period available to schools
S	20	Unweighted final GPA available in DSIS to schools
S	20	Students in Dropout Prevention programmatically withdrawn
S	20	Senior High School Final GPA and Credit update (nine workdays after the end of school)
S	21	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript System (10 workdays after the end of school)
K12	22	File freeze for summer session (18S) Master and Student Scheduling
K12	22	Begin printing schedules for Summer Session (18S) at 5:00 p.m.
K12	25	Summer Session schedules (18S) available to schools
K12	TBA	Deadline to future all students RETURNING to M-DCPS for the new school year (Transportation)
July		
K12	2	Begin Summer Session 18S (July 2 - July 30) TENTATIVE (July 4th Recess)
K12	3	No-Show processing for summer session. Students inactivated with "DNE" at 5:00 p.m.
Ad/Voc	12	FOCUS Master Schedule Rollover
K12	9-13	FTE week for summer session - Survey 1 2018-2019
K12	16	DECO files available for correction of Survey 1
n/a	23	Post Card Test Run
S	23	Aspen - Schools begin running the Pre-Export Validation Report until the report is error-free
n/a	27	Student Case Management Archive begins at 11PM; unavailable on Saturday July 28.
K12	27	DSIS disabled at 5:00 p.m. for Post Card Processing.
S	30	Post Card Print & Audit (ITS & Transportation)
K12	30	Summer Session Ends (July 2- July 30)
		*All attendance corrections must be completed prior to 5:00 p.m. on July 30, 2018.
		*Gradebook Upload Summer (MDCPS, Charter, and District Instruction Centers)

July Continued		
K12	31	ITS begins printing summer report cards
K12	31	The K12 Attendance Report will be available via Control-D web viewer the evening of August 2, 2018.
n/a	TBA	All bus routes for opening of school year complete
August		
S	1	Summer Session Report Cards available to schools
S	1	Aspen Rollover: Schedule updates must be complete by 5:00 p.m. at which time school access will be disabled; DSIS/Aspen updates will be suspended until regular Aspen transaction processing resumes on 8/9/2018. TENTATIVE
Ad/Voc	1	End of Third Trimester (April 9- Aug 1)
S	2	Aspen Final Transfers- Middle and K8 Schools commit schedules at 8:00 AM
K12	2	Postal Notification cards mailed on or after this date to students
DJJ	TBA	DJJ locations upload summer grades
S	3	Aspen Final Transfers - High Schools commit schedules at 8:00 AM
K12	3	DSIS File Freeze for Mainframe Student Scheduling for school year 2018-2019 (Cycle 181). DSIS inactivated at 4:00 p.m.
S	3	High School registrars must complete entry of graduation credits for co-enrolled students before 4:00 p.m.
K12	6	DSIS Rollover /DECO Survey 5 will begin on Monday, August 6 at 5:30 a.m. and will be unavailable until Thursday, August 9th at 5:30 AM TENTATIVE
		*All Attendance Archiving begins
		*ITS will process DECO Survey 5 at 5:30 AM
		*Printing of Student Data Cards begins.
S	6	Aspen - 7:30 a.m. - Access to Aspen is restored for schools to work in School View (NO daily transactions between DSIS and Aspen until DSIS Rollover is complete)
S	9	Aspen -to-DSIS transactions (export of student & master schedule changes) restored 3:30PM (1 hour early)
	TBA	Transportation rollover of Edulog from Future to Current
	TBA	Transportation web screens (WTRS) available to all M-DCPS schools.
S	10	DSIS-to-Aspen Refresh (import of new students or courses) is restored
S	13	Print fall reports for Middle and K8 Schools. Begin printing at 5:00 p.m.
S	15	Fall Reports (schedules) for Middle Schools and K8s available for pick up.
S	15	Print fall reports for Senior High Schools. Begin printing at 5:00 p.m. Schools may request reports earlier by submitting a Self Service ticket to Production Control.
S	17	Fall Reports (schedules) for Senior High Schools available for pick up
K12	20	School begins 2018-2019 (DSIS Cycle 181/Aspen School Year 2019)

K12	24	No-Show processing for Cycle 181. Students inactivated with "DNE" at 5:00 p.m.
s	27	FTE Simulations available via the Online Report Request System (Option 5 in DSIS)
		NOTE: ALL DATES ARE SUBJECT TO CHANGE