

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED GRADE REPORTING SCHEDULE**

Schools are reminded that the deadline (freeze) for all Third Grading Period information is 5:00 p.m. Friday, February 24, 2006. At that time, ITS will begin printing the Third Grading Period Bubble Sheets. Any student or teacher change made after that time will **NOT** be reflected on the grade reporting sheets.

Due to the revision of the 2005-06 school year calendars some dates listed on Appendix L of the Open of School Handbook were changed. Please see the revised dates for the remainder of the school year below.

GRADE REPORTING FORMS (BUBBLE SHEETS)

FILE FREEZE	GRADE REPORTING FORMS TO SCHOOLS	END OF PERIOD	GRADE REPORTING FORMS TO ITS	REPORT CARDS TO SCHOOLS	REPORT CARDS TO PARENTS
02/24/06	02/28/06	03/03/06	03/03/06	03/14/06	On or after these dates
05/19/06	05/23/06	05/26/06	05/26/06	06/06/06	
ZONE SCHOOLS GRADING PERIOD 4					
05/19/06	05/23/06	05/31/06	05/31/06	06/06/06	On or after these dates

ELECTRONIC GRADEBOOK SCHEDULE

*END OF PERIOD	GRADEBOOK UPLOAD TO ITS	REPORT CARDS TO SCHOOLS	REPORT CARDS TO PARENTS
03/03/06	03/07/06	03/14/06	On or after these dates
05/26/06	05/30/06	06/06/06	
ZONE SCHOOLS GRADING PERIOD 4			
05/31/06	06/02/06	06/06/06	On or after these dates

If there are questions regarding this process, please call Support Services at 305-995-3705.