

**MEMORANDUM**

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED GRADE REPORTING SCHEDULE – \*\* SECOND NOTICE\*\***

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)**

<b>FILE FREEZE</b>	<b>GRADE REPORTING FORMS TO SCHOOLS</b>	<b>END OF PERIOD</b>	<b>GRADE REPORTING FORMS TO ITS</b>	<b>REPORT CARDS TO SCHOOLS</b>	<b>REPORT CARDS TO PARENTS</b>
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	
<b>ZONE SCHOOLS GRADING PERIOD 4</b>					
05/19/06	05/23/06	05/31/06	05/31/06	06/06/06	On or after these dates

**ELECTRONIC GRADEBOOK SCHEDULE**

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