

2019-2020 SCHEDULING CALENDAR		
January 2019 - August 2019		
NOTE ***** ALL DATES ARE SUBJECT TO CHANGE		
LEVEL	January	
Ad/Voc	7	Start of 2nd Trimester (Jan 7 - April 12)
S	7	DSIS available for Future input of course information
K12	17	End of second grading period
K12	18	Gradebook Uploads due to ITS for second grading period
S	18	Deadline to receive FLVS & Dual Enrollment grade files
K12	25	Automatic assignment of future school grade (Except Grade 3) starting at 5:00PM
K12	28	DSIS available for all future school activity
K12	29	Report Cards for second grading period available to schools
February		
S	4	Aspen Scheduling create Future Scenario (If Future courses exist)
K12	4-8	FTE Week for 181 Survey 3
5th & S	7	Begin printing of Student Subject Selection Forms and Student Control Lists
S	8	Last day to order Final Standard GPA (5:00PM)
K12	11	DECO files available for correction of Survey 3
S	11	First transmission of Talented Top 20 (2nd transmission on 3/1; final transmission on 3/18)
March		
K12	1	Interim Progress Reports for 3rd grading period distributed to students
S	1	Second transmission of Talented Top 20 (final transmission on 3/18)
S	18	Third and final transmission of Talented Top 20
K12	22	End of third grading period
K12	22	Gradebook Uploads due to ITS for third grading period. (No Teacher Workday)
K12	25-29	Spring Break
April		
E	1	Begin identifying Elementary Teacher Grade Placement for 2019-2020
E	1-15	Elms Create Future Scenario & Clone Programs (Principals)
	5	ITS prints Elementary Articulation Cards for Aspen Schools
K12	8	Future schools complete entry of feeder (future) students. Schools request Transmittal Lists from ITS as input is completed
K12	9	Report Cards for third grading period available to schools

April (Continued)		
Ad/Voc	12	End of Second Trimester (Jan 7 - Apr 12)
Ad/Voc	15	Start of 3rd Trimester (April 15 - July 31)
E	19	ITS creates Elementary Master Schedules Course Record Screens and prints the Teacher Course Assignment and Student Academic Programs Worksheets (for Mainframe Schedulers only)
E	22	Begin Entry Future Student HR Sections in Aspen (complete initial assignment by May 6)
n/a	April 29	Transportation Summer School screens (WSTS) activated for Dept. of Transportation Staff
May		
E	1	Mainframe Elementary Schools begin entering teacher Course Section information on the Course Record screen for 2019-2020 (DSIS Cycle 191).
S	1	Preliminary Master Sched w/ Students for Budget Conferences (Secondary Schedules Only)
K12	3	Interim Progress Reports for the 4th grading period distributed to students
K12	6	Schools request Summer School Subject Selection Forms via HEAT (available until May 28)
E	6	Schools complete the entry of Future homeroom information (Apr 22 - May 6)
K12	10	Fall File Preparation Survey Due. Information used to prepare files for student schedules, data cards, and gradebook attendance collection.
E	14	Schools complete articulation card process and have identified ESAP Program assignment for all students on cards.
Alt Ed	16	Alt Ed End of School Year (8014, 8141, 0331, 0351) Not 8017
Alt Ed	16	Alt Ed Uploads fourth nine-week grades (8014, 8141, 0331, 0351) Not 8017
Alt Ed	17	Alt Ed DSIS available for summer session entry (May 17 - June 28) FOR ALTERNATIVE ED ONLY.
Alt Ed	17	Alt Ed Summer Session Begins (May 17-June 28) (8014, 8141, 0331, 0351) TENTATIVE
K12	TBA	DSIS available for summer session entry (May XX - July X -- home schools only)
June		
K12	3	Transportation Summer School screens (WSTS) activated for all M-DCPS schools
K-8	TBA	Completed Summer School Subject Selection Forms due to Instructional Summer Centers
K12	6	End of school year 2018-2019 (181)
K12	6	All attendance corrections for Cycle 181 must be completed prior to 5:00PM on the last day of school.
K12	7	Deactivate Transportation Routing Screens (WTRS) for all schools. (Current Year)
K12	7	Deadline to future all students RETURNING to M-DCPS for the new school year (Transportation)
K12	7	Gradebook Uploads due to ITS for fourth grading period
K12	7	Deadline for FLVS & Dual Enrollment grade files
K12	10	Create Summer Course Offering and Master Schedule for (Cycle 19S)

June (Continued)		
K12	14	Complete the Summer Session Master Schedule and begin scheduling students
Alt Ed	10-14	Alt Ed FTE week for summer session - Survey 4 2018-2019 (8014, 8141)
K12	12	Perfect Attendance Letters Available for Pickup at ITS
E	14	Initial Academic Programs assigned to all students. Academic Programs must be correct in Aspen for Gradebook and other instructional applications for the new school year.
K12	14	Gradebook will be inactivated for end of year (2018-2019) processing
Alt Ed	17	DECO files available for correction for Survey 4 (8014, 8141, 0331, 0351)
K12	18	Report Cards for fourth grading period available to schools
S	19	Students in Dropout Prevention programmatically withdrawn
S	19	Unweighted final GPA available in DSIS to schools
S	19	Senior High School Final GPA and Credit update (nine workdays after the end of school)
S	20	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript System (10 workdays after the end of school)
K12	20	Begin printing schedules for Summer Session (19S) at 5:00 p.m.
K12	20	File freeze for summer session (19S) Master and Student Scheduling
K12	24	Summer Session schedules (19S) available to schools
K12	28	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.)
July		
K12	2	Begin Summer Session 19S (July 2 - July 30 with July 4th as Recess)
K12	3	No-Show processing for summer session. Students inactivated with "DNE" at 5:00 p.m.
Ad/Voc	TBA	FOCUS Master Schedule Rollover
K12	8-12	FTE week for summer session - Survey 1 2019-2020
K12	15	DECO files available for correction of Survey 1
n/a	22	Post Card Test Run
n/a	26	Student Case Management Archive begins at 11PM; unavailable on Saturday July 27.
K12	26	DSIS disabled at 5:00 p.m. for Post Card Processing.
n/a	26	All bus routes for opening of school year complete
S	29	Aspen - Schools begin running the Pre-Export Validation Report until the report is error-free
S	29	Post Card Print & Audit (ITS & Transportation)
K12	30	Summer Session Ends (July 2- July 30) *Gradebook Upload Summer (MDCPS, Charter, and Dist. Instr. Centers)
		*All attendance corrections must be completed prior to 5:00 p.m. on July 30, 2019.

July Continued		
S	31	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 8/8/2019.
E	31	Aspen: ITS commits schedules for Elementary Schools upon completion of Rollover.
K12	31	The K12 Attendance Report will be available via Control-D web viewer the evening of August X, 2019.
Ad/Voc	31	End of Third Trimester (April 15- July 31)
August		
S	1	Aspen Final Transfers- Middle and K8 Schools commit schedules at 8:00 AM
K12	1	ITS begins printing summer report cards
S	2	Aspen Final Transfers - High Schools commit schedules at 8:00 AM
S	2	Summer Session Report Cards available to schools
K12	2	Postal Notification cards mailed on or after this date to students
DJJ	TBA	DJJ locations upload summer grades
K12	3	DSIS File Freeze for Mainframe Student Scheduling for school year 2018-2019 (Cycle 191). 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	5	DSIS Rollover /DECO Survey 5 will begin on Monday, August 5 at 5:30 a.m. and will be unavailable until Thursday, August 8th at 5:30 AM
		*All Attendance Archiving begins
		*ITS will process DECO Survey 5 at 5:30 AM
		*Printing of Elementary (non-K8) Student Data Cards begins.
S	5	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)
	5	Transportation rollover of Edulog from Future to Current
	6	Transportation web screens (WTRS) available to all M-DCPS schools.
S	8	Aspen -to-DSIS transactions (export of student & master schedule changes) restored 3:30PM (1 hour early)
S	9	DSIS-to-Aspen Refresh (import of new students or courses) is restored
S	12	Print fall reports for Middle and K8 Schools. Begin printing at 5:00 p.m.
S	14	Fall Reports (schedules) for Middle Schools and K8s available for pick up.
S	14	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	16	Fall Reports (schedules) for Senior High Schools available for pick up
K12	19	School begins 2019-2020 (DSIS Cycle 191/Aspen School Year 2020)

August (continued)		
K12	23	No-Show processing for Cycle 191. Students inactivated with "DNE" at 5:00 p.m.
S	26	FTE Simulations available via the Online Report Request System (Option 5 in DSIS)
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