

ELEMENTARY GRADE REPORTING AND FALL PROCESSING CALENDAR January 2009 - August 2009

January	
13	Gradebook Import Freeze for second grading period
15	End of second grading period
16	Gradebook Uploads due to ITS for second grading period
27	Report Cards for second grading period available to schools
29	ITS begins the printing of Student Subject Selection Forms (preprinted) and Student Control Lists
30	Automatic assignment of future school grade (Excluding PK and Grade 3)
February	
2	ISIS available for future school activity
2/9 - 2/13	FTE Week for 081 Survey 3
17	DECO files available for correction for Survey 3
18	Interim Progress Reports for third grading period distributed to students
March	
24	Gradebook Import Freeze for third grading period
26	End of third reporting period
27	Gradebook Uploads due to ITS for third grading period
April	
4/6 - 4/10	Spring Break
7	Report Cards for third reporting period available to schools
16	Begin printing of Student Data Cards for Spring Registration
17	ITS creates the Master Schedule and prints the Teacher Course Assignment Worksheets.
20-on-going	Future schools (receiving schools) enter feeder (future) students and new incoming students as they are identified
20	Identify Teacher Grade Placement for 2009 -10
20	Identify students Future Homeroom placement fo 2009-10
20	Schools begin entering teacher Course Section information on the Course Record screen for 091
27	Schools may request Student Academic Program Assignment Worksheets for 091 (Report will be printed by Current homeroom designation.)
May	
1	Schools complete the entry of Future homeroom information
1	Schools begin assigning Students' Academic Programs (This process may begin earlier if the Course Record (PF9) screen has been completed.)
4	ISIS available for summer school activity
4	Schools begins creating Course Offering and Master Schedules for summer
4	Pre-Kindergarten Only - Schools begin entering homeroom sections for summer. The Teacher Employee and Room numbers must be entered on PF3 for all PK students
8	Extended School Year (ESY) student lists due to Department of Transportation
6	Interim Progress Report for fourth grading period distributed to students
June	
2	Gradebook Import Freeze for fourth grading period
4	End of school year 2008-2009 (081)
5	All student addresses must correct in ISIS for transportation purposes
5	Complete the entry of future students and address corrections for transportation. Students received after this date will not be guaranteed transportation on the first day of school.
8	Pre-Kindergarten Only - ITS copies Current Special Program into Summer Special Program
8 - 12	FTE week for summer session Survey 4 (DJJ only)

June (Continued)	
12	All students must be scheduled into an Academic Program. Academic Programs must be correct in ISIS for Gradebook and other instructional applications for the 2009-10 school year.
12	Schools request Summer Student List and Summer Special Program List
15	DECO files available for correction for Survey 4 (DJJ only)
16	Gradebook will be inactivated for the 2008-09 school year.
17	Students in Drop Out Prevention programmatically withdrawn
17	Start Electronic Gradebook Archive for 2008- 09 school year
19	Pre-Kindergarten Only - Deadline for sectioning of students and updating teacher employee number and room number information for summer (5:00 p.m.). This information will be used for Gradebook Attendance and Class Size computation.
22	Begin summer session
23	No-Show processing for summer session
26	Pre-Kindergarten Only - Deadline for updating Summer Special Program screens (5:00 p.m.).
22 - 26	FTE week for summer session Survey 4
29	DECO files available for correction for Survey 4 (DJJ only)
July	
13-17	FTE week for summer session Survey 1
20	DECO files available for correction for Survey 1
24	End of summer session
31	Begin processing Postal Notification Cards for transported students. ISIS disabled at 5:00
31	Summer Gradebook Archive
August	
5	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on 8/5 until 5:30 a.m. on 8/10
5	ITS will process DECO Survey 5 at 5:00 p.m.
5	Student Data Cards beginning at 5:00 p.m.
5	Rollover for 091beginning at 5:00 p.m.
6	Postal notification cards mailed on or after this date to transported students
24	School begins 091
	NOTE: ALL DATES ARE SUBJECT TO CHANGE