



## 2019-2020 Six Week Reporting Timeline

6 Week Period	Start/End Dates	Reports	Responsibility	Due Date
<b>1st 6 Weeks</b>	August 19- September 27	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	October 11
<b>1st 6 Week: Enrollment Verification</b> August 19- September 27	Thursday, September 26	Enrollment Report	Principal, Attendance Clerk	October 4
<b>School Start Window</b>	September 27	Leaver Dropout	Principal, Registrars, Student Services	
<b>2nd 6 Weeks</b>	September 30- November 8	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	November 22
<b>Fall Snapshot</b>	October 25			
<b>3rd 6 Weeks</b>	November 11- December 20	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	January 24
<b>4th 6 Week: Enrollment Verification</b> January 8- February 21	Thursday, February 20	Enrollment Report	Principal, Attendance Clerk	February 28
<b>4th 6 Weeks</b>	January 8- February 21	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	March 6
<b>5th 6 Weeks</b>	February 24- April 10	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	April 24
<b>6th 6 Weeks</b>	April 13- May 28	Principal's Report Daily Registrar Discipline Report ISS/OSS Attendance	Principal, Discipline Officer, Attendance Clerk, Special Programs Contacts	May 29