

MDUSD Grading Timelines & Procedures: 2015-2016

(Revised 5/22/15)

Common Procedures for Each Grading Period

All grading periods end on a Friday (except the end of the year). The table below illustrates the schedule for grading procedures that all secondary schools will follow before and after the end of a grading period.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	New Grading Period Set Up in Aeries by Office Staff		ABI Grade Window Opens (morning)		End of Grading Period	
		ABI Grade Window Closes (Midnight)	Verifications, Corrections, Printing of Report Cards by Office Staff		Distribute to Students or Deliver to Dent Center	

Specific Grading Dates for 2015-2016

Grading Period		Grade Window for Teachers in ABI		Distribution Date (To Students or Dent Center)
Description	End of Period	Opens (Start of Day)	Closes (End of Day)	
Qtr 1 Progress	9/25/15	9/23/15	9/29/15	10/2/15
Qtr 1 Final	10/30/15	10/28/15	11/3/15	11/6/15
Qtr 2 Progress	12/4/15	12/2/15	12/8/15	12/11/15
Qtr 2/Sem 1 Final	1/21/16	1/20/16	1/26/16	1/29/16
Qtr 3 Progress	2/19/16	2/17/16	2/23/16	2/26/16
Qtr 3 Final	3/25/16	3/23/16	4/5/16	4/8/16
Qtr 4 Progress	5/6/16	5/4/16	5/10/16	5/13/16
Qtr 4/Sem 2 Final	6/10/16	6/1/16	6/10/16	6/17/16

Options for Distribution of Report Cards/Progress Reports

Schools may distribute report cards or progress reports **directly to students** or **mail** them.

If mailing, be sure to print them in order by zip code, and then choose one option below.

(Note: District budget will pay for mailing semester grades. School budget codes must be used for Print Shop and Mail Room expenses at other times.)

Submitting Grades to the Print Shop

- Please send all documents in PDF format to printshop@mdusd.org
- **Note:** when sending an electronic file, please be sure to name your file so that it includes your site name and date.
- When printing Report Cards/Progress Reports in Aeries be sure to select the “Print mail Info at top of page” option on the Grade Reporting Printer Setup menu
- Print Shop charges \$10.00 per hour labor with a minimum of \$5.00, plus the cost of envelopes (\$23.88 for a box of 500 from the warehouse or 4.8 cents per envelope)
- Print Shop will fold and stuff envelopes and take them to the Mail Room. Depending on the Print Shop schedule, these should be mailed within three days. Semester grades may take an extra day or two.
- Please call the Print Shop at x4021 or email them at printshop@mdusd.org if you have any questions. Please email the mailroom (gourdl@mdusd.org) the quantity of report cards being distributed and the zip code count, so that they have enough postage.