



OSD Report Card Calendar TK-5

2022-2023



Trimester 1 (59 Days)	Aug 17 – Nov 10
Last day of Trimester	Nov 10
Report Card Input/Edit Window	Oct 29 – Nov 10 (Thurs) @ 11:59pm
Canvas Closes	Nov 10 @ 11:59pm
Q System Downtime – no access	Nov 11-13
Fall Parent/Teacher Conferences Report Cards sent home at conferences*	Nov 15-18

Trimester 2 (57 Days)	Nov 14 – Mar 3
Last Day Trimester	Mar 3
Spring Parent/Teacher Conferences	Feb 2-3
Report Card Input/Edit Window	Mar 4 – Mar 19 (Sun) @ 11:59pm
Q System Downtime – no access <i>This downtime is in the middle of the window</i>	Mar 10-12
Canvas closes	Mar 19 @ 11:59pm
Report Cards sent home*	Mar 24

Trimester 3 (64 Days)	Mar 6 – June 16
Report Card Input/Edit Window	May 27 – June 8 (Thurs) @ 11:59pm
Q System Downtime – no access	June 9-11
Final Report Cards sent home*	June 16

*Including SpEd report cards/progress report of goals



OSD Report Card Calendar 6-8

2022-2023



Trimester 1 (59 Days)	Aug 17 – Nov 10
Last day of Trimester	Nov 10
D & F Progress Report Input/Editing Window	Sep 23 – Oct 2
D & F Progress Report printed and mailed home	Oct 3-Oct 7
Report Card Input/Edit Window	Oct 29 – Nov 10 (Thurs) @ 11:59pm
Q/Canvas Passback Closes	Nov 10 @ 11:59pm
Q System Downtime – no access	Nov 11-13
Report Cards Printed	Nov 14
Report Cards ready for parent conferences*	Nov 15-18

Trimester 2 (57 Days)	Nov 14-Mar 3
Last day of Trimester	Mar 3
D & F Progress Report Input/Editing Window	Jan 20 – 29
D & F Progress Report printed	Jan 30-Feb 1
Spring Parent/Teacher Conferences	Feb 2-3
D & F Progress Report mailed home (for those who did not attend conferences)	Feb 6
Report Card Input/Edit Window	Mar 4 – Mar 19 (Sun) @ 11:59pm
Q System Downtime – no access This downtime is in the middle of the window	Mar 10-12
Q/Canvas Passback Closes	Mar 19 @ 11:59pm
Report Cards printed and mailed home*	Mar 20-24

Trimester 3 (64 Days)	Mar 6-June 16	
Last Day Trimester	June 2	8 th grade only
	June 16	6 th /7 th grades only
D & F Progress Report Input/Editing Window	Apr 21-30	
D & F Progress Report printed and mailed home	May 1-5	
Final Grades Input/Editing Window	May 20-June 2 (Fri)	8 th grade only
	June 3-14 (Wed)	6 th /7 th grades only
Q System Downtime	June 9-11	
Q/Canvas Passback Closes	June 14	
Report Cards printed and mailed home*	June 16-23	

*Including SpEd report cards/progress report of goals

Rationale:

- There are two separate calendars- one for TK-5 and another for 6-8. TK-8 schools will use both calendars according to the appropriate grade-level span.
- The input/edit window has to be closed before report cards are to go home to ensure that report cards are completed.
- Any changes which may be needed, after the window closes, can be done by the Office Manager.
- Weekends are available as an option.
- Q is managed through VCOE, therefore, Q is not available (which includes access to report cards) when there are scheduled maintenance weekends at VCOE. These maintenance weekends are typically the second weekend of each month and are indicated on the calendar.
- Each report card input/edit window is approximately 13 days long with 2 full weekends.
 - For 1st and 3rd trimesters, the weekends are at the beginning and in the middle of the windows.
 - For 2nd trimester, the maintenance weekend is in the middle, so grades cannot be entered from March 10-12. The weekends are at the beginning of the window and at the end.
- Note that the last days of the windows are not the same. They can be Wednesdays, Thursdays, Fridays or Sundays.
- The first trimester has to end on Nov. 10 and that is also the last day to report grades due to the number of days needed (about 60) in each trimester and to ensure report cards are ready for conferences.
- The official last day of the 3rd trimester is the last day of school, but the last day to enter grades has to be before that.
- 2nd trimester is always different from the 1st and 3rd trimesters.
 - The trimester ends on March 3 before the input/edit window opens.
 - For 6-8 teachers, grade passback in Canvas closes on the last day of the input/edit window which is March 19th for trimester 2.
 - 3rd trimester starts on March 6. Between March 3-19, Canvas users have the ability to toggle between Trimester 2 and Trimester 3 on the Assignments page and in the Canvas Gradebook.
 - Please review these important due dates, considerations, and FAQs:
[TK-5 Trimester 2 \(2022-2023\) Report Card and Canvas Considerations](#)
[6-8 Trimester 2 \(2022-2023\) Report Card and Canvas Considerations](#)

For 6-8 only:

- The input/edit window is for inputting of grades into the report card. Grades can be calculated and can be entered into Gradebook before the input/edit window opens.
- Time is added after report cards are completed, so the office can print and mail report cards home.
- In the 3rd trimester, the 8th grade due dates are earlier because more processing (i.e. GPA) needs to be done by the office/support staff before promotions occur the last week of school.
- 6th /7th and 8th grade teachers can only input/edit grades in their respective windows.

Special Education:

- SpEd report cards/progress report of goals should be ready to share at parent conferences for first trimester.
- SDC - Report cards and progress report of goals must be completed during each trimester's input/editing window.
- RSP - Progress report of goals must be completed during each trimester's input/editing window. These must be ready to be included in the mailing/distribution of general education report cards.