## HIGH SCHOOL | Progress Report & Report Card Schedule

## 2020-2021

Second Semester

|                                                                                                                                                                                                                                                                                                                                                                              |                  | First Semester                                                                           |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------|--|--|--|
| 9/8/2020                                                                                                                                                                                                                                                                                                                                                                     | Tuesday          | 1st Day of the 1st 6 Weeks                                                               |  |  |  |
| 9/25/2020                                                                                                                                                                                                                                                                                                                                                                    | Friday           | Grades Due for Progress Reports                                                          |  |  |  |
| 9/28/2020                                                                                                                                                                                                                                                                                                                                                                    | maay             | Verify that all teachers have submitted grades                                           |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                              | Monday           | Print & Mail Progress Reports                                                            |  |  |  |
| 10/5/2020                                                                                                                                                                                                                                                                                                                                                                    | Monday           | Issue Class Lists to Teachers for Verification                                           |  |  |  |
| 10/6/2020                                                                                                                                                                                                                                                                                                                                                                    | Tuesday          | Class Lists Due to Registrar (5:00)                                                      |  |  |  |
| 10/9/2020                                                                                                                                                                                                                                                                                                                                                                    | Friday           | End of 1st Six Weeks and Grades Due for Report Cards                                     |  |  |  |
| 10/13/2020                                                                                                                                                                                                                                                                                                                                                                   | Tuesday          | Verify all teachers have submitted grades                                                |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                              |                  | Issue Grade Verification Reports to Teachers                                             |  |  |  |
| 10/14/2020                                                                                                                                                                                                                                                                                                                                                                   | Wednesday        | Grade Verifications Due (5:00)                                                           |  |  |  |
| 10/16/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday           | Make Corrections & Print Report Cards (Mail or Distribute)                               |  |  |  |
| 10/16/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday           | Students who failed 6 weeks lose UIL eligibility                                         |  |  |  |
| 10/13/2020                                                                                                                                                                                                                                                                                                                                                                   | Tuesday          | 1st Day of the 2nd 6 Weeks                                                               |  |  |  |
| 10/29/2020                                                                                                                                                                                                                                                                                                                                                                   | Thursday         | Grades Due for Progress Reports                                                          |  |  |  |
| 11/2/2020                                                                                                                                                                                                                                                                                                                                                                    | Monday           | Verify that all teachers have submitted grades                                           |  |  |  |
| , ,                                                                                                                                                                                                                                                                                                                                                                          |                  | Print & Mail Progress Reports                                                            |  |  |  |
| 11/5/2020                                                                                                                                                                                                                                                                                                                                                                    | Thursday         | Students may regain UIL eligibility                                                      |  |  |  |
| 11/9/2020                                                                                                                                                                                                                                                                                                                                                                    | Monday           | Issue Class Lists to Teachers for Verification                                           |  |  |  |
| 11/10/2020                                                                                                                                                                                                                                                                                                                                                                   | Tuesday          | Class Lists Due to Registrar (5:00)                                                      |  |  |  |
| 11/13/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday           | End of 2nd Six Weeks and Grades Due for Report Cards                                     |  |  |  |
| 11/16/2020                                                                                                                                                                                                                                                                                                                                                                   | Monday           | Verify all teachers have submitted grades                                                |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                              | <u> </u>         | Issue Grade Verification Reports to Teachers                                             |  |  |  |
| 11/17/2020                                                                                                                                                                                                                                                                                                                                                                   | Tuesday          | Grade Verifications Due (5:00)                                                           |  |  |  |
| 11/19/2020                                                                                                                                                                                                                                                                                                                                                                   | Thursday         | Make Corrections & Print Report Cards (Mail or Distribute)                               |  |  |  |
| 11/20/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday           | Students who failed 6 weeks lose UIL eligibility                                         |  |  |  |
| 11/16/2020                                                                                                                                                                                                                                                                                                                                                                   | Monday           | 1st Day of the 3rd 6 Weeks                                                               |  |  |  |
| 12/11/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday<br>Monday | Grades Due for Progress Reports                                                          |  |  |  |
| 12/14/2020                                                                                                                                                                                                                                                                                                                                                                   |                  | Verify that all teachers have submitted grades                                           |  |  |  |
| 10/10/0000                                                                                                                                                                                                                                                                                                                                                                   |                  | Print & Mail Progress Reports                                                            |  |  |  |
| 12/18/2020                                                                                                                                                                                                                                                                                                                                                                   | Friday           | Students may regain UIL eligibility                                                      |  |  |  |
| 1/11/2021                                                                                                                                                                                                                                                                                                                                                                    | Monday           | Issue Class Lists to Teachers for Verification                                           |  |  |  |
| 1/12/2021                                                                                                                                                                                                                                                                                                                                                                    | Tuesday          | Class Lists Due to Registrar (5:00) End of 3rd Six Weeks and Grades Due for Report Cards |  |  |  |
| 1/15/2021                                                                                                                                                                                                                                                                                                                                                                    | Friday           | Verify all teachers have submitted grades                                                |  |  |  |
| 1/19/2021                                                                                                                                                                                                                                                                                                                                                                    | Tuesday          | Issue Grade Verification Reports to Teachers                                             |  |  |  |
| 1/21/2021                                                                                                                                                                                                                                                                                                                                                                    | Thursday         | Grade Verifications Due (5:00)                                                           |  |  |  |
| 1/21/2021                                                                                                                                                                                                                                                                                                                                                                    | Friday           | Make Corrections & Print Report Cards (Mail or Distribute)                               |  |  |  |
| 1/22/2021                                                                                                                                                                                                                                                                                                                                                                    | Friday           | Students who failed 6 weeks lose UIL eligibility                                         |  |  |  |
| 1/22/2021                                                                                                                                                                                                                                                                                                                                                                    | Friday           | Run GPA Calculation (Cumulative)                                                         |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                              |                  | Run Class Rank Calculation                                                               |  |  |  |
| 1 /00 /0001                                                                                                                                                                                                                                                                                                                                                                  |                  | Have Transcript and GPA Verified                                                         |  |  |  |
| 1/29/2021                                                                                                                                                                                                                                                                                                                                                                    |                  | Print copy of transcript and place in student folder                                     |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                              |                  | Grade Level Changes for first semester credit                                            |  |  |  |
| "*All students are academically eligible during a school holiday of a full calendar week or more. When the belt rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and a gring breaks provided those breaks consist of at least a full calendar week." |                  |                                                                                          |  |  |  |

| Second Semester |                                        |                                                                                                                 |  |  |  |  |
|-----------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 1/19/2021       | Tuesday                                | 1st Day of the 4th 6 Weeks                                                                                      |  |  |  |  |
| 2/5/2021        | Tuesday<br>Friday                      | Grades Due for Progress Reports                                                                                 |  |  |  |  |
| 2/3/2021        | Tilday                                 |                                                                                                                 |  |  |  |  |
| 2/8/2021        | Monday                                 | Verify that all teachers have submitted grades                                                                  |  |  |  |  |
| 0/10/0001       | Friday                                 | Print & Mail Progress Reports                                                                                   |  |  |  |  |
| 2/12/2021       | Friday                                 | Students may regain UIL eligibility                                                                             |  |  |  |  |
| 2/18/2021       | Thursday                               | Issue Class Lists to Teachers for Verification                                                                  |  |  |  |  |
| 2/19/2021       | Friday                                 | Class Lists Due to Registrar (5:00)                                                                             |  |  |  |  |
| 3/5/2021        | Friday<br>Tuesday                      | End of 4th Six Weeks and Grades Due for Report Cards                                                            |  |  |  |  |
|                 |                                        | Verify all teachers have submitted grades                                                                       |  |  |  |  |
| 0.417.40001     | \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | Issue Grade Verification Reports to Teachers                                                                    |  |  |  |  |
| 3/17/2021       |                                        | Grade Verifications Due (5:00)                                                                                  |  |  |  |  |
| 3/19/2021       | Friday                                 | Make Corrections & Print Report Cards (Mail or Distribute)                                                      |  |  |  |  |
| 3/12/2021       | Friday                                 | Students may regain UIL eligibility                                                                             |  |  |  |  |
| 3/15/2021       | Monday                                 | 1st Day of the 5th 6 Weeks                                                                                      |  |  |  |  |
| 4/1/2021        | Thursday                               | Grades Due for Progress Reports                                                                                 |  |  |  |  |
| 4/6/2021        | Tuesday                                | Verify that all teachers have submitted grades                                                                  |  |  |  |  |
|                 | · ·                                    | Print & Mail Progress Reports                                                                                   |  |  |  |  |
| 4/8/2021        | Thursday                               | Students may regain UIL eligibility                                                                             |  |  |  |  |
| 4/20/2021       | Tuesday                                | Issue Class Lists to Teachers for Verification                                                                  |  |  |  |  |
| 4/21/2021       | ,                                      | Class Lists Due to Registrar (5:00)                                                                             |  |  |  |  |
| 4/23/2021       | Friday                                 | End of 5th Six Weeks and Grades Due for Report Cards                                                            |  |  |  |  |
| 4/26/2021       | Monday                                 | Verify all teachers have submitted grades                                                                       |  |  |  |  |
|                 | ·                                      | Issue Grade Verification Reports to Teachers                                                                    |  |  |  |  |
| 4/27/2021       | Tuesday                                | Grade Verifications Due (5:00)                                                                                  |  |  |  |  |
| 4/29/2021       | Thursday                               | Make Corrections & Print Report Cards (Mail or Distribute)                                                      |  |  |  |  |
| 4/26/2021       | Monday                                 | 1st Day of the 6th 6 Weeks                                                                                      |  |  |  |  |
| 4/30/2021       | Friday                                 | Students who failed 6 weeks lose UIL eligibility                                                                |  |  |  |  |
| 5/7/2021        | Friday                                 | Run GPA Calculation (Cumulative)                                                                                |  |  |  |  |
|                 | ,                                      | Run Class Rank Calculation                                                                                      |  |  |  |  |
| 5/14/2021       | Friday                                 | Grades Due for Progress Reports                                                                                 |  |  |  |  |
| 5/17/2021       | Monday                                 | Verify that all teachers have submitted grades                                                                  |  |  |  |  |
|                 | -                                      | Print & Mail Progress Reports                                                                                   |  |  |  |  |
| 5/21/2021       | Friday                                 | Students may regain UIL eligibility                                                                             |  |  |  |  |
| 5/20/2021       | Thursday                               | ALL SENIOR GRADES ARE DUE                                                                                       |  |  |  |  |
| 5/22/2021       | Saturday                               | Final Audit Check of All Senior Transcripts                                                                     |  |  |  |  |
| 6/8/2021        | Tuesday                                | Issue Class Lists to Teachers for Verification                                                                  |  |  |  |  |
| 6/9/2021        | Wednesday                              | Class Lists Due to Registrar (8:00 am)                                                                          |  |  |  |  |
|                 |                                        | End of 6th Six Weeks and Grades Due for Report Cards                                                            |  |  |  |  |
| 6/10/2021       | Thursday                               | Verify all teachers have submitted grades                                                                       |  |  |  |  |
|                 |                                        | Issue Grade Verification Reports to Teachers                                                                    |  |  |  |  |
| 6/11/2021       | Friday                                 | Grade Verifications Due by 8:00 am                                                                              |  |  |  |  |
| 0/11/2021       | mady                                   | Make Corrections - Admin to Run SM2 Calc's when notified                                                        |  |  |  |  |
| 6/14/2021       | Monday                                 | Print Report Cards Make a Copy and Place in Student Folder                                                      |  |  |  |  |
| 6/16/2021       | Wednesday                              | Have Transcript & GPA Verified                                                                                  |  |  |  |  |
| 6/18/2021       | Friday                                 | Print copy of transcript and place in the student folder                                                        |  |  |  |  |
|                 |                                        | Grade Level Changes for second semester credit (DO NOT ENTER with a date prior to the final day of instruction) |  |  |  |  |
|                 |                                        | with a date prior to the final day of instruction)                                                              |  |  |  |  |

| Instructional Choice Windows                                                                                                                      |                           |  |           |                           |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--|-----------|---------------------------|--|--|--|
| 8/25/2020                                                                                                                                         | 1st 6-week Marking Period |  | 1/5/2021  | 4th 6-week Marking Period |  |  |  |
| 9/29/2020                                                                                                                                         | 2nd 6-week Marking Period |  | 3/1/2021  | 5th 6-week Marking Period |  |  |  |
| 11/2/2020                                                                                                                                         | 3rd 6-week Marking Period |  | 4/12/2021 | 6th 6-week Marking Period |  |  |  |
| **Changes in instructional setting must be requested no later than 14 days prior to the start of a new 6-week Marking Period (dates shown above). |                           |  |           |                           |  |  |  |
| Students will be required to remain in the selected option until the end of the selected 6-week Marking Period.**                                 |                           |  |           |                           |  |  |  |