



OSD Report Card Schedule TK-5

2024-2025



Trimester 1 (59 Days)	Aug 15 – Nov 8
Last day of Trimester	Nov 8
Report Card Input/Edit Window	Nov 1 – 17 (Sun) @ 11:59pm
Canvas Closes	Nov 17 @ 11:59pm
TK – DRDP*	Nov 17
Q System Downtime – no access <i>This downtime is in the middle of the window</i>	Nov 8-10
Fall Parent/Teacher Conferences Report Cards sent home at conferences*	Nov 19-22

Trimester 2 (60 Days)	Nov 12 – Mar 7
Last Day Trimester	Mar 7
Winter Parent/Teacher Conferences	Feb 6-7
Report Card Input/Edit Window	Mar 10 – 23 (Sun) @ 11:59pm
TK – DRDP*	Mar 23
Q System Downtime – no access	Mar 7-9
Canvas closes	Mar 23 @ 11:59pm
Report Cards sent home*	Mar 24-28

Trimester 3 (61 Days)	Mar 10 – June 18
Report Card Input/Edit Window	May 31 – June 13(Fri) @ 11:59pm
TK – DRDP*	June 13
Q System Downtime – no access	June 13-15
Final Report Cards sent home*	June 18

*The DRDP for TK has been removed from the Assessment Calendar and will now be on the Report Card/Progress Report Schedule.

*Including SpEd report cards/progress report of goal



**OSD Report Card Schedule 6-8
2024-2025**



Trimester 1 (59 Days)	Aug 15 – Nov 8
Last day of Trimester	Nov 8
D & F Progress Report Input/Editing Window	Sep 20 – 29 (Sun)
D & F Progress Report printed and mailed home	Sep 30-Oct 4
Report Card Input/Edit Window	Nov 1 – 17 (Sun) @ 11:59pm
Q/Canvas Passback Closes	Nov 17 @ 11:59pm
Q System Downtime – no access <i>This downtime is in the middle of the window</i>	Nov 8-10
Report Cards Printed	Nov 18
Report Cards ready for parent conferences*	Nov 19-22

Trimester 2 (60 Days)	Nov 12-Mar 7
Last day of Trimester	Mar 7
D & F Progress Report Input/Editing Window	Jan 22 – 29 (Wed)
D & F Progress Report printed	Feb 3-5
Winter Parent/Teacher Conferences	Feb 6-7
D & F Progress Report mailed home (for those who did not attend conferences)	Feb 10
Report Card Input/Edit Window	Mar 10-23 (Sun) @ 11:59pm
Q System Downtime – no access	Mar 7-9
Q/Canvas Passback Closes	Mar 23 @ 11:59pm
Report Cards printed and mailed home*	Mar 24-28

Trimester 3 (61 Days)	Mar 10-June 18	
Last Day Trimester	May 30	8 th grade only
	June 18	6 th /7 th grades only
D & F Progress Report Input/Editing Window	Apr 26-May 4 (Sun)	
D & F Progress Report printed and mailed home	May 5-9	
Final Grades Input/Editing Window	May 17-30 (Fri)	8th grade only
	May 31-June 13 (Fri)	6 th /7 th grades only
Q System Downtime	June 13-15	
Q/Canvas Passback Closes	June 13	
Report Cards printed and mailed home*	June 16-20	

*Including SpEd report cards/progress report of goals

- Late holidays and breaks have impacted the Progress Report and Report Card windows, so there is not as much time between windows as there have been in the past, particularly in Trimester 3.

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.
- Any technical issues are handled by the IT Dept. Send an email to DataSupport@oxnardsd.org.
- If students are missing, please check with the Site Attendance Tech. There may have been a scheduling issue.
- For TK, the DRDP has been removed from the Assessment Calendar and will now be on the Report Card/Progress Report Schedule as the DRDP is the progress reporting document.
- The input/edit window has to be closed before report cards are to go home to ensure that report cards are completed.
- The Office Manager has access to open report cards, after the window closes, for any necessary changes.
- 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, **in red**.
 - For 1st trimester, the maintenance weekend is in the middle of the window.
 - The 2nd and 3rd trimester windows are not affected by the maintenance weekends.
- Each report card input/edit window is approximately 13 days long with 2 full weekends.
- 1st trimester's input/edit window is late due to the lateness of Fall conferences.
- 1st trimester's input/edit window extends beyond the last day of the trimester due to the way the yearly calendar is configured, the need for each trimester to have about 60 days and the lateness of conference week.
- 2nd trimester ends 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 23rd for trimester 2.
 - 3rd trimester starts on March 10. Between March 7-23, 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:
[2nd Trimester 2024-2025 TK-5 Report Card/Canvas Windows](#)
[2nd Trimester 2024-2025 Canvas & Grade Passback for 6-8](#)
- In the past, the 2nd trimester input/edit window usually has backed up to Spring Break, so report cards could go home just before Spring Break. This school year, Spring Break is late. Teachers should send report cards home closer to the end of the input/edit window and not wait until Spring Break.
- The official last day of the 3rd trimester is the last day of school, but the last day to enter grades is before that.

For 6-8 only:

- In the 2nd trimester, the D & F Progress Report window starts and ends on a Wednesday, in order to give teachers more time to schedule conferences before Feb. 6.
- 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.
- In the 3rd trimester, there is a very short amount of time between the progress report window closing and the start of the final report cards into/edit windows, especially for 8th grade. This is due to the late holidays/breaks for 24-25.
- 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.