

CALCASIEU SCHOOL'S REPORT CARD SCHEDULE 2024-2025

1st Nine Week

Ends Wed., October 9	
Mon., Oct. 7	Open up 2 nd Marking Period Gradebooks
Thurs., Oct. 10	8:00am MIS locks Gradebooks (No grade change requests until after report cards are issued) MIS notifies school that Report Cards are on the h-drive
Wed., Oct. 16	Report cards issued

2nd Nine Weeks

Ends Fri., December 20 (Mid-Term)	
Thurs., Dec. 19	Open up 3 rd Marking Period Gradebooks MIS enters McNeese & Sowela Grades
Mon., Jan. 6	12:00 pm MIS locks Gradebooks, runs calculations, generate confirming grade reports** MIS notifies school that confirming reports are on the h-drive 4:00pm Unlock Gradebooks (*Warning - Final Lock will be on Thurs at 8:00 am)
Tues., Jan. 7	Teachers make Gradebook changes
Wed., Jan. 8	8:00 am Final Gradebook Lock - All denying of credit must be completed MIS runs calculations, generates confirming grades again** MIS notifies school that Report cards are on h-drive
Fri., Jan. 10	Report cards issued

3rd Nine Weeks

Ends Thur., March 13	
Tues., Mar. 11	Open up 4 th Marking Period Gradebooks
Fri., Mar. 14	8:00am MIS locks Gradebooks (No grade change requests until after report cards are issued) MIS notifies school that Report Cards are on the h-drive
Tues., Mar. 18	Report cards issued

**** ALL TIMES TBA - DETAILED EOY TIMELINES ISSUED IN MAY ****

4th Nine Weeks

Ends Wednesday, May 21	
Wednesday, May 21	MIS locks Gradebooks, runs calculations, generates confirming grade reports** MIS notifies school the confirming reports are on the h-drive Unlock Gradebooks (*Warning - Final Lock will be ...)
Thursday, May 22	Final Gradebook Lock - All denying of credit must be completed MIS runs calculations, generates confirming grades again** Run reports cards/MIS notifies school that Report Cards are on h-drive
Friday, May 23	Report cards issued

- **All Homebound & Mall grades are due 2 days BEFORE the end of the nine weeks.**
- **All CPAS, ABC, Sowela & McNeese grades are due the day BEFORE the end of the nine weeks.**
- MIS will enter McNeese & Sowela at the end of each semester and Mall at the end of the year.
- Counselors/Principals please remind teachers to either print/save a copy of their Gradebook to their desktop each nine weeks.
- **Confirming Grade reports can be printed at each school by the teacher, signed, and turned in in lieu of the office printing all of them, handing them out, etc. (**Web Gradebook>Reports>Grades>Term Grades Report>All Students**)
- Teachers must use the **Request to Unlock Grade Book for Prior Marking Periods** to make a grade change in the Gradebook once Gradebooks are locked for a marking period.