



# OSD Report Card Schedule TK-5

2025-2026



<b>Trimester 1 (60 Days)</b>	Aug 19 – Nov 14
Last Day of Trimester	Nov 14
Report Card Input/Edit Window	Nov 1 – 16 (Sun) @ 11:59pm
Canvas Closes	Nov 16 @ 11:59pm
TK – DRDP*	Nov 16
Q System Downtime – no access <i>This downtime is in the middle of the window.</i>	Nov 7 @ 8:00pm-Nov 8 @ 8:00pm
Fall Parent/Teacher Conferences Report Cards sent home at conferences*	Nov 18-21

<b>Trimester 2 (57 Days)</b>	Nov 17 – Mar 6
Last Day of Trimester	Mar 6
Winter Parent/Teacher Conferences	Feb 5-6
Report Card Input/Edit Window	Mar 7 – 22(Sun) @ 11:59pm
TK – DRDP*	Mar 22
Q System Downtime – no access <i>This downtime is in the middle of the window.</i>	Mar 13 @ 8:00pm – Mar 14 @ 8:00pm
Canvas closes	Mar 22 @ 11:59pm
Report Cards sent home*	Mar 23-27

<b>Trimester 3 (63 Days)</b>	Mar 9 – June 18
Report Card Input/Edit Window	May 30 – June 12(Fri)@ 8:00pm
TK – DRDP*	June 12 @ 8:00pm
Q System Downtime – no access	June 12 @ 8:00pm – June 13 @ 8:00pm
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

2025-2026



<b>Trimester 1 (59 Days)</b>	<b>Aug 19 – Nov 14</b>
Last Day of Trimester	Nov 14
D & F Progress Report Input/Editing Window	Sep 27-Oct 5
D & F Progress Report printed and mailed home	Oct 6-10
Report Card Input/Edit Window	Nov 1 – 16 (Sun) @ 11:59pm
Q/Canvas Passback Closes	Nov 16 @ 11:59pm
<b>Q System Downtime – no access</b> <i>This downtime is in the middle of the window.</i>	<b>Nov 7 @ 8:00pm-Nov 8 @ 8:00pm</b>
Report Cards Printed	Nov 17
Report Cards ready for parent conferences*	Nov 18-21

<b>Trimester 2 (60 Days)</b>	<b>Nov 17 – Mar 6</b>
Last Day of Trimester	Mar 6
D & F Progress Report Input/Editing Window	Jan 17-25
D & F Progress Report printed	Feb 2-4
Winter Parent/Teacher Conferences	Feb 5-6
D & F Progress Report mailed home (for those who did not attend conferences)	Feb 9
Report Card Input/Edit Window	Mar 7-22 (Sun) @ 11:59pm
<b>Q System Downtime – no access</b> <i>This downtime is in the middle of the window.</i>	<b>Mar 13 @ 8:00pm -Mar 14 @ 8:00pm</b>
Q/Canvas Passback Closes	Mar 22 @ 11:59pm
Report Cards printed and mailed home*	Mar 23-27

<b>Trimester 3 (61 Days)</b>	<b>Mar 9 – June 18</b>	
Last Day of Trimester	May 29	8 <sup>th</sup> grade only
	June 18	6 <sup>th</sup> /7 <sup>th</sup> grades only
D & F Progress Report Input/Editing Window	Apr 25-May 3 (Sun)	
D & F Progress Report printed and mailed home	May 4-8	
Final Grades Input/Editing Window	<b>May 16-29 (Fri)</b>	8 <sup>th</sup> grade only
	May 30-June 12 (Fri)	6 <sup>th</sup> /7 <sup>th</sup> grades only
<b>Q System Downtime</b>	<b>June 12 @ 8:00pm -June 13 @ 8:00pm</b>	
Q/Canvas Passback Closes	June 18	
Report Cards printed and mailed home*	June 22-26	

\*Including SpEd report cards/progress report of goals

Revised: 5-1-26 Correction to 3<sup>rd</sup> Trimester 8<sup>th</sup> grade input window end date

## 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](mailto: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 1<sup>st</sup> and 2<sup>nd</sup> trimesters, the maintenance weekend is in the middle of the window.
  - The 3<sup>rd</sup> trimester window is not affected by the maintenance weekends.
- Each report card input/edit window is approximately 13 days long with 2 full weekends.
- 2<sup>nd</sup> 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 22<sup>nd</sup> for trimester 2.
  - 3<sup>rd</sup> trimester starts on March 9. Between March 7-22, 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 2025-2026 TK-5 Report Card/Canvas Windows](#)  
[2nd Trimester 2025-2026 Canvas & Grade Passback for 6-8](#)
- The official last day of the 3<sup>rd</sup> trimester is the last day of school, but the last day to enter grades is before that.

## For 6-8 only:

- In the 2<sup>nd</sup> trimester, the D & F Progress Report window starts and ends earlier in the year, in order to give teachers more time to schedule conferences before Feb. 5 & 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 3<sup>rd</sup> trimester, the 8<sup>th</sup> 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.
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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.