

## SECONDARY GRADE REPORTING CALENDAR MANDATORY REGISTRAR OPERATIONAL TASKS 2018-2019

A	OPENING OF SCHOOL	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
1	<ul style="list-style-type: none"> <li>Active year changes to the 2018-2019 school year.</li> </ul>	08/02/18			
2	<ul style="list-style-type: none"> <li>Ensure all families have completed the Online Registration Process.</li> </ul>	08/13/18			
3	<ul style="list-style-type: none"> <li>Ensure schedules are dropped for 'no show' students.</li> </ul>	10/01/18			
4	<ul style="list-style-type: none"> <li>Verify that all class schedule changes have been completed.</li> </ul>	09/06/18		01/25/19	
B	PROGRESS REPORTING PROCESS				
1	<ul style="list-style-type: none"> <li>District opens grading window for Progress grade.*</li> </ul>	09/04/18	11/05/18	02/01/19	04/10/19
2	<ul style="list-style-type: none"> <li>Teacher posts and verifies progress grades and comments by close of business day.**</li> <li>Process:               <ul style="list-style-type: none"> <li>Teacher clicks <b>Post</b> button in gradebook for each class and enters comments; or</li> <li>Teacher selects <b>Grade Book &gt; Post Grades</b>, selects the <b>Progress</b> grading task and enters the percent, score, and comments.</li> </ul> </li> </ul>	09/06/18	11/08/18	02/05/19	04/12/19
3	<ul style="list-style-type: none"> <li>Secondary schools print Progress Reports.</li> </ul>	09/10/18	11/13/18	02/07/19	04/23/19
4	<ul style="list-style-type: none"> <li>Secondary schools distribute Progress Reports.</li> </ul>	09/12/18	11/15/18	02/11/19	04/25/19
5	<ul style="list-style-type: none"> <li>District closes grading window for Progress.***</li> </ul>	09/13/18	11/16/18	02/12/19	04/26/19
6	<ul style="list-style-type: none"> <li>Update student information changes.</li> <li>Be certain that all addresses are accurate to minimize return of final report cards.</li> </ul>				05/20/19
C	GRADE REPORTING PROCESS FOR QUARTER AND SEMESTER				
1	<ul style="list-style-type: none"> <li>District opens grading window for report card grade.*</li> </ul>	10/09/18	12/17/18	03/12/19	05/16/19
2	<ul style="list-style-type: none"> <li><b>End of Quarter Reporting.</b></li> </ul>	10/12/18	12/21/18	03/15/19	05/23/19
3	<ul style="list-style-type: none"> <li><b>End of Semester Reporting.</b></li> </ul>		12/21/18		05/23/19
4	<ul style="list-style-type: none"> <li>Teacher posts and verifies report card grades and comments by close of business day.**</li> </ul>	10/16/18	01/08/19	03/20/19	05/24/19
5	<ul style="list-style-type: none"> <li><b>Registrars PDF report cards and administrators verify them.</b></li> </ul>	10/17/18	01/09/19	03/21/19	05/28/19
6	<ul style="list-style-type: none"> <li><b>Submit the Grade Reporting Memo form at <a href="http://support.ccsd.net">http://support.ccsd.net</a> when print file is ready - NO LATER THAN 4:00 P.M.</b></li> </ul>	10/18/18	01/10/19	03/25/19	05/29/19
7	<ul style="list-style-type: none"> <li>District closes grade reporting window.***</li> </ul>	10/18/18	01/11/19	03/25/19	05/29/19
8	<ul style="list-style-type: none"> <li>Printed Report Cards are available for pick up at the <b>Graphic Arts Department</b>: If your school is interested in printing your own report cards for first, second, and third quarter, please call the Guidance and Counseling Department, 702-799-8441. (Final report cards for all schools will be mailed to parents.)</li> </ul>	10/25/18	01/18/19	04/03/19	

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C GRADE REPORTING PROCESS FOR QUARTER AND SEMESTER (continued)					
9	<ul style="list-style-type: none"> <li>Distribute report cards (final report card mailed to parent).</li> </ul>	10/30/18	01/23/19	04/12/19	06/10/19
D TRANSCRIPT PROCESS					
1	<ul style="list-style-type: none"> <li>Update students' transcripts****</li> <li>Process:               <ol style="list-style-type: none"> <li>In <b>System Administration &gt; Student Portfolio &gt; Transcript Post</b>, select the current calendar and the appropriate grade levels.</li> <li>Shift-click all the appropriate Curriculum Groups.</li> <li>Choose the correct term, and <b>uncheck</b> the <b>Post Score Comments to Transcripts</b> box.</li> <li>Press <b>RUN</b>.</li> </ol>               Note: Once you have posted transcripts, any grade changes must be made in both the <i>Grades</i> and <i>Transcript</i> modules.             </li> </ul>	10/19/18 <sup>1</sup>	01/14/19	3/26/19 <sup>1</sup>	06/01/19
2	<ul style="list-style-type: none"> <li>Calculate the on-track status for the Academic Planner.</li> <li>Process:               <ol style="list-style-type: none"> <li>In <b>Program Admin &gt; Course Plan Admin</b>, select <b>Calculate on-track status</b>.</li> <li>Click <b>Submit to Batch</b>. When it is finished, you will see a <i>Completed</i> status in the <i>Batch</i> queue.</li> </ol> </li> </ul>		01/14/19		06/01/19
3	<ul style="list-style-type: none"> <li>For seniors only, run Diploma Post [<b>Program Admin &gt; Course Plan Admin</b>, select <b>Diploma Post</b>].</li> </ul>				On or after 05/24/19
4	<ul style="list-style-type: none"> <li>Deadline for confirming graduation status and adding diploma type on student's <i>Graduation</i> tab.</li> </ul>				06/08/19
E GRADE REPORTING PROCESS FOR COMPETENCY BASED COURSES					
*	<ul style="list-style-type: none"> <li>School opens grading window for teachers to post final grades and for posting grades to the transcript as required.</li> <li>Process:               <ol style="list-style-type: none"> <li>In <b>Grading &amp; Standards &gt; Grading Window</b>, select the current calendar and choose <b>Next</b>.                   <ul style="list-style-type: none"> <li>Highlight the appropriate grading task (i.e., <b>Quarter Final</b>, <b>Quarter Grade</b>, or <b>Semester Grade</b>) and click <b>Next</b>.</li> </ul> </li> <li>Select the appropriate term (i.e., <b>Term 2</b> for <b>Semester 1</b>) and click <b>Update Active Masks</b>.</li> </ol> </li> </ul>				
**	<ul style="list-style-type: none"> <li>Teacher posts and verifies grades and comments.</li> </ul>				
***	<ul style="list-style-type: none"> <li>School closes grading window for report card grades after grades are posted to transcript.</li> <li>Process:               <ol style="list-style-type: none"> <li>In <b>Grading &amp; Standards &gt; Grading Window</b>, select the current calendar and choose <b>Next</b>.                   <ul style="list-style-type: none"> <li>Highlight the appropriate grading task (i.e., <b>Quarter grade</b> or <b>Semester</b>) and click <b>Next</b>.</li> </ul> </li> <li>Make sure that <b>no terms</b> are checked and click <b>Update Active Masks</b>.</li> </ol> </li> </ul>				

<sup>1</sup> For schools that offer **quarter classes**, the transcript post process must be done **every quarter**.

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F	UPDATE TRANSCRIPT PROCESS FOR COMPETENCY BASED COURSES
****	<ul style="list-style-type: none"><li>• Update students' transcripts after teachers have posted grades and comments.</li><li>• Process:<ol style="list-style-type: none"><li>1. In <a href="#">System Administration</a> &gt; <a href="#">Student Portfolio</a> &gt; <a href="#">Transcript Post</a>, select the current calendar and the appropriate grade levels.</li><li>2. Shift-click all the <a href="#">Credit Groups</a>.</li><li>3. Choose the correct term, and uncheck the <a href="#">Post Score Comments to Transcripts</a> box.</li><li>4. Press <a href="#">RUN</a>.</li></ol></li></ul> <p>Note: Once you have posted transcripts, any grade changes must be made in both the <i>Grades</i> and <i>Transcript</i> modules.</p>