

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

ELEMENTARY REPORT CARD TASKS: TIMELINE/SCHEDULE ~ 2016 - 17

The following schedule is provided to facilitate your site planning for the tasks related to the completion of the report cards online:

REPORT CARD TASKS	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
	8/17/16 to 11/10/16	11/14/16 to 3/3/17	3/6/17 to 6/2/17
Schedule Sub-Release Time, if included in Site Professional Development Plan (on-going scheduling is preferred)	10/11 to 10/27/16	2/9 to 2/23/17	5/2 to 5/15/17
Window for Teacher Submission/Completion of Report Cards Online To submit grades, teachers should go to: http://onlinereportcards.dusd.net and type: <ul style="list-style-type: none"> • Username: email address • Password: email password 	10/28 to 11/7/16	2/23 to 3/1/17	5/16 to 5/23/17
Principal Preview of Report Cards Online	11/8/16	3/2/17	5/24/17
Communication Center: Print Report Cards	11/8 & 11/9/16	3/2 & 3/3/17	5/25 & 5/26/17
Delivery of Report Cards to Schools by Warehouse/Mail Delivery	11/10/16	3/6/17	5/30/17 (1 copy placed in cum.)
Report Cards Sent Home	By 11/30/16 (if not picked up at conference)	3/8/17	6/2/17
Correction Window (for changes) by Teachers	11/15 to 12/2/16 (extended time to indicate parent attendance at conference)	3/8 to 3/16/17	6/2 to 6/12/17
Posting of Grades Available via ParentConnection in Q. (Please note that Programmer Tseday Kinfe-Michael will handle.)	12/5/16	3/17/17	6/16/17

If there are technical or technology problems, please have the teacher email Tseday Kinfe-Michael (tkinfemichael@dusd.net) and Yesenia Gonzalez (yegonzalez@dusd.net) to explain the problem.

Approved: Assistant Superintendent, Educational Services