

DOWNEY UNIFIED SCHOOL DISTRICT
Educational Services

DATE: June 21, 2018
 TO: All Principals, Office Managers, Student Information Systems, Technology
 (C. Nezzar, A. Black,) Communication Center Staff (J. Boose, L. Barraza, M. Caggiano),
 Warehouse Mail Delivery (D. Purseglove, I. Uriarte), Special Education (Nancy Moreno)
 FROM: Jennifer Robbins, Director, Elementary Education
 SUBJECT: **ELEMENTARY REPORT CARD TASKS: TIMELINE/SCHEDULE ~ 2018 - 2019**

The following tentative 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
	8/15/18 to 11/9/18	11/13/18 to 3/1/19	3/4/19 to 5/31/19
Schedule Sub-Release Time, if included in Site Professional Development Plan (on-going scheduling is preferred)	10/10 to 10/26	2/7 to 2/22/19	4/29 to 5/13/19
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 (without the @dusd.net) • Password: email password 	10/26 to 11/5	2/22 to 3/4/19	5/14 to 5/21/19
Principal Preview of Report Cards Online	11/6/18	3/5/19	5/22/19
Communication Center: Print Report Cards	11/7 & 11/8	3/6 & 3/7/19	5/23 & 5/24/19
Delivery of Report Cards to Schools by Warehouse/Mail Delivery	11/9/18	3/8/19	5/28/19 (1 copy placed in cum)
Report Cards Sent Home	By 11/30/18 (if not picked up at conference)	3/12/19	5/31/19
Correction Window (for changes) by Teachers	11/13 to 12/3/18 (extended time to indicate parent attendance at conference)	3/13 to 3/20/19	6/3 to 6/10/19
Posting of Grades Available via ParentConnection in Q.	12/4/18	3/21/19	6/14/19

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

Approved: Assistant Superintendent, Educational Services