

### 3rd Quarter Grades and Report Card Run of Show

Topic / Task	Person/People	Time Frame	Completed
End of 3rd Quarter	Teachers	April 3	
Gradebooks Locked in PS	Carol	On April 6	
Grades completed in PS	Teachers	By April 6	
Grades Verified and blanks filled in (refer to # 7)	DM	April 6	
Grades stored for 3rd quarter	DM	April 7 (at end of the day)	
Run mailing labels	DM	April 7	
Report Cards run	DM	April 8	
Report Cards sent home	Schools	April 9	

Steps to follow:

1. Students will drop off their packets at the schools March 30 and 31
2. Teachers will pick up the packets and review the materials to determine if students were able to master skills that were not mastered before March 13 to improve their 3rd quarter grades.
3. All new grades from the 3rd quarter should be dated on or before April 3
4. All grades put into Power Teacher Pro dated on April 4 or after will be applied to the 4th quarter
5. Teachers put their final grades in Power teacher Pro
6. All grades for 3rd quarter will be locked at midnight Sunday April 5
7. Data Managers will run class- grades and comments report in PS under the PSCB custom reports. (PSCB custom reports-> Grading->Class-grades and comments)
8. DM will export the report and determine any missing grades or grades below 50.
9. DM will work with teachers to fill those holes and make sure grades are above 50
10. 3rd Quarter grades will be stored at the end of the day on April 7
11. Report cards will be printed on April 8

12. Envelopes and postage will need to be obtained for all student's report cards before April 8
13. Data Managers will print Mailing labels from report works (Mailing Label Student)
14. Report cards stuffed on April 8
15. Report cards sent home April 9

Principals will need to coordinate who will be responsible for getting envelopes and postage for the reports. In addition, they need to get volunteers to come to the schools and help fold and stuff envelopes on April 8 in the afternoon.