

2016-2017 PROGRESS REPORT & REPORT CARD
ACCOUNTABILITY CALENDARS

UPDATE: September 28, 2016



ACCOUNTABILITY SYSTEM: PROGRESS REPORTS & REPORT CARDS

- ★ Grade Inputting into Infinite Campus (IC)
- ★ Grade Verification by Assigned Administrators
- ★ Grade Correction Input into IC
- ★ Progress Report & Report Card Distribution
- ★ Grade Change Requests from Schools
- ★ Grade Change Reviews, Approvals/Rejections, & IC Entry by Central Office

RE: 2014-2019 Strategic Plan – Priority IV, Goal #1 and Goal #4

*Each student must be assigned a final grade at the end of every school year and marking period unless otherwise specified...**Report card grades** must be submitted to the Main Office four (4) times per year, at the end of each marking period. Grades for student **progress reports** must be submitted to each student's parent in the middle of each marking period, also four (4) times per year.*

(Paterson Public Schools. Model Handbook for School Staff, 2014-2015.)

**WHO SHOULD BE RESPONSIBLE for EACH STEP
in the ACCOUNTABILITY PROCESS?**

WHO HELPS MAKE IT HAPPEN?

— — — — —
| SCHEUDLER or GUIDANCE |

| COUNSELOR or other |

| DESIGNEE |

TEACHER:

GRADE INPUTTING into IC

CONTENT SUPERVISOR or other
DESIGNATED ADMINISTRATOR:

GRADE VERIFICATION SHEETS –
Distribute & Collect from each assigned
staff member. Submit to Guidance.

TEACHER:

GRADE CORRECTIONS in IC

TEACHER → PRINCIPAL or Designee

GRADE CHANGE REQUEST

CONTENT SUPERVISORS,
GUIDANCE COUNSELORS:

QUALITY CONTROL &
FOLLOW UP with teachers
as needed to determine or
verify POSSIBLE NEED
for GRADE CHANGE
submissions

DIRECTOR of HSs



DIRECTOR of MIS

REVIEW, APPROVAL,
& INPUT of GRADE
CHANGES

First Semester Calendar:

**MARKING PERIOD 1
Ends Nov. 13, 2016**

ACCOUNTABILITY SYSTEM: PROGRESS REPORTS & REPORT CARDS

PR = Progress Reports **RC** = Report Cards **IC** = Infinite Campus **MP** = Marking Period **SS** = Summer School **C.O.** = Central Office

ACCOUNTABILITY SYSTEM	PROGRESS REPORTS	REPORT CARDS
1) GRADE INPUTTING into IC	Tues., 9/27 thru Fri., 9/30	Mon. 11/14 thru Mon. 11/21
2) GRADE VERIFICATION by ASSIGNED ADMINISTRATORS	Tues. & Wed., 10/4 & 10/5	Wed. 11/23
3) INPUT of CORRECTIONS into IC	Wed. & Thurs., 10/5 & 10/6	Wed. & Mon. 11/23 & 11/28
4) DISTRIBUTION or MAILING	Thurs., 10/6	Thurs., 12/1
5) GRADE CHANGE REQUEST SUBMISSIONS from <u>SCHOOLS</u> to Central Office	M.P.1 & Summer School grade corrections ONLY: Mon., 12/5– Tues., 12/20	
6) GRADE CHANGE REQUEST REVIEW & IC ENTRY COMPLETION <u>by</u> C.O.	By Fri., 1/20/17	

First Semester Calendar:

MARKING PERIOD 2
Ends Jan. 30, 2017

ACCOUNTABILITY SYSTEM: PROGRESS REPORTS & REPORT CARDS

PR = Progress Reports **RC** = Report Cards **IC** = Infinite Campus **MP** = Marking Period **SS** = Summer School **C.O.** = Central Office

ACCOUNTABILITY SYSTEM	PROGRESS REPORTS	REPORT CARDS
1) GRADE INPUTTING into IC	Mon., 12/5 thru Tues. 12/13	Mon. 1/30 thru Fri. 2/10
2) GRADE VERIFICATION by ASSIGNED ADMINISTRATORS	Wed., & Thurs., 12/14 & 12/15	Fri. - Tues. 2/10 - 2/14
3) INPUT of CORRECTIONS into IC	Thurs. & Fri., 12/15 & 12/16	Tues. & Wed. 2/14 & 2/15
4) DISTRIBUTION or MAILING	Mon., 12/19	Thurs., 2/23
5) GRADE CHANGE REQUEST SUBMISSIONS from <u>SCHOOLS</u> to Central Office	M.P 2 grades ONLY: Fri., 3/3 – Fri., 3/17	
6) GRADE CHANGE REQUEST REVIEW & IC ENTRY COMPLETION <u>by</u> C.O.	By Fri., 3/31/17	

Second Semester Calendar
MARKING PERIOD 3
Ends April 6, 2017

ACCOUNTABILITY SYSTEM: PROGRESS REPORTS & REPORT CARDS

ACCOUNTABILITY SYSTEM	PROGRESS REPORTS	REPORT CARDS
1) GRADE INPUTTING into IC	Mon., 2/27 thru Mon., 3/6	Mon., 3/27 thru Fri., 4/7
2) GRADE VERIFICATION by ASSIGNED ADMINISTRATORS	Tues. & Wed., 3/7 & 3/8	Fri. - Tues., 4/7 - 4/11
3) INPUT of CORRECTIONS into IC	Wed. & Thurs., 3/8 & 3/9	Tues. thru Wed., 4/11 - 4/12
4) DISTRIBUTION or MAILING	Mon., 3/13	Tues. 4/25
5) GRADE CHANGE REQUEST SUBMISSIONS from <u>SCHOOLS</u> to Central Office	<p style="text-align: center;">Wed., 5/3 thru Fri., 5/19</p> <p><u>SENIORS:</u> M.P. 3 grades and Make-Up Work Grade Changes for M.P. 2 grades</p> <p><u>UNDERCLASSMEN:</u> M.P. 3 grades ONLY</p>	
6) GRADE CHANGE REQUEST REVIEW & IC ENTRY COMPLETION <u>by</u> C.O.	By Mon., 6/5/17	

Second Semester Calendar
MARKING PERIOD 4
Ends June 19, 2017
 (Graduation June 20th – subject to change)

ACCOUNTABILITY SYSTEM	PROGRESS REPORTS	REPORT CARDS
1) GRADE INPUTTING into IC	Mon., 5/8 – Mon., 5/15	Mon., 6/5

		thru Thurs., 6/15
2) GRADE VERIFICATION by ASSIGNED ADMINISTRATORS	Tues. & Wed., 5/16 & 5/17	Wed. & Thurs. 6/14 & 6/15
3) INPUT of CORRECTIONS into IC	Wed. & Thurs. 5/17 & 5/18	SENIORS: Thurs. & Fri. 6/15 & 6/16 ONLY! UNDERCLASSMEN: Fri. - Tues. 6/16 - 6/20
4) DISTRIBUTION or MAILING	Fri., 5/19	TBD
5) GRADE CHANGE REQUEST SUBMISSIONS from <u>SCHOOLS</u> to Central Office	SENIORS- M.P.4, Exam, & M.P.3 Make-up Work Grades: By Mon. 6/19 @ 10 a.m.! UNDERCLASSMEN- M.P 4 & Exam ONLY: Fri. thru Tues., 6/16 - 6/20	
6) GRADE CHANGE REQUEST REVIEW & IC ENTRY COMPLETION by C.O.	SENIOR Changes: By Wed. 6/21 p.m. Underclassmen Changes: By Tues., 6/27	

2016-2017 CALENDAR: PROGRESS REPORT & REPORT CARD SCHEDULE (For easier reference, see M.P. calendars that follow)

Grade Inputting – Grade Verification – Grade Corrections - RC Distribution – Grade Changes

PR = Progress Reports **RC** = Report Cards **IC** = Infinite Campus **MP** = Marking Period **SS** = Summer School **C.O.** = Central Office

	GRADE INPUTTING into IC	GRADE VERIFICATION by ASSIGNED ADMINS	INPUT of CORRECTIONS into IC	DISTRIBUTION or MAILING	GRADE CHANGE REQUESTS from <u>SCHOOLS</u> to C.O.	GRADE CHANGE REQUEST REVIEW & IC ENTRY
1st MARKING PERIOD – Closes Nov. 13, 2016						
PR	Tues., 9/27 - Fri., 9/30	Tues. & Wed., 10/4 & 10/5	Wed. & Thurs., 10/5 & 10/6	Thurs., 10/6	M.P.1 & SS ONLY: Mon., 12/5 – Tues., 12/20	By Fri., 1/20/17
RC	Mon., 11/14 - Wed. 11/21	Wed. 11/23	Wed. - Mon. 11/23 & 11/28	Thurs., 12/1		

2nd MARKING PERIOD - Closes Jan. 30, 2017

PR	Mon. 12/5 - Tues. 12/13	Wed., & Thurs., 12/15 & 12/16	Thurs. & Fri. 12/15 & 12/16	Mon., 12/19	M.P 2 ONLY: Fri., 2/17 - Fri., 3/3	By Fri., 3/31/17
RC	Mon., 1/30 - Fri., 2/10	Fri. - Tues., 2/10 - 2/14	Tues. & Wed., 2/14 & 2/15	Thurs., 2/23		

3rd MARKING PERIOD - Closes April 6, 2017

PR	Mon., 2/27 - Mon., 3/6	Tues. & Wed., 3/7 & 3/8	Wed. & Thurs., 3/8 & 3/9	Mon., 3/13	SENIORS - M.P. 2 Make-Up Work & M.P. 3 Grade. UNDERCLASSMEN- M.P. 3 Gr. ONLY Wed., 5/3 -Fri., 5/19	By Mon., 6/5/17
RC	Mon., 3/27 - Fri., 4/7	Fri. - Tues. 4/7 - 4/11	Tues. - Wed., 4/11 - 4/12	Tues., 4/25		

4th MARKING PERIOD - Closes June 19 , 2017 (Graduation 6/20/17 - Subject to Change)

PR	Mon., 5/8 - Mon., 5/15	Tues. & Wed., 5/16 & 5/17	Wed. & Thurs. 5/17 & 5/18	Fri., 5/9	SENIORS: M.P.3 Make-up Work, M.P. 4, Exam By <u>10 a.m.</u> on 6/19 UNDERCLASSMEN: M.P 4 & Exam ONLY: 6/16 - 6/20	SENIORS Changes: By Wed. 6/21 p.m. UNDERCLASSMEN By Tues., 6/27
RC	Mon., 6/5 - Thurs., 6/15	Wed. - Thurs., 6/14 & 6/15	For SENIORS: 6/15 & 6/16 ONLY Underclassmen: 6/16 - 6/20	TBD		

How will **GRADE CHANGE DEADLINES** apply to grade changes resulting from **M.P. MAKE-UP WORK CONTRACTS** issued only to SENIORS to **prevent a 2nd "F"?**

MAKE-UP WORK CONTRACT	RECOMMENDED SUBMISSION DEADLINES for student MAKE-UP WORK of approved CONTRACT to COURSE TEACHER-of RECORD:	GRADE REVISION REQUESTS for M.P. MAKE-UP WORK due NO LATER THAN*:
2 nd M.P. - ending Jan 30, 2017	MAKE-UP WORK CONTRACT provided to student upon issuance of 2nd M.P. PROGRESS REPORT: Submit to Teacher ONE wk before end of 2nd M.P - By Jan. 23rd	N/A Only GRADE BOOK grades entered in IC will be impacted. Final M.P. Grade revision not warranted
	MAKE-UP WORK CONTRACT provided to student upon issuance of 2nd M.P. REPORT CARD GRADE: Submit to Teacher TWO wks before end of 3rd M.P. - By March 23rd	Follow Grade Change Request schedule for 3rd M.P: NO LATER THAN May 4th - May 19th
	MAKE-UP WORK CONTRACT provided to student upon	N/A

3 rd M.P. – ending April 6, 2017	issuance of 3rd M.P. PROGRESS REPORT: Submit to Teacher ONE wk before end of 3rd M.P – By March 30th	Only GRADE BOOK grades entered in IC will be impacted. Final M.P. Grade revision not warranted
	MAKE-UP WORK CONTRACT provided to student upon issuance of 3rd M.P. REPORT CARD GRADE: Submit to Teacher TWO wks before end of 4th M.P. - By June 5th	Follow Grade Change Request schedule for 4th M.P: NO LATER THAN June 19th @ 10 A.M.
4 th M.P. – ending June 19, 2017	MAKE-UP WORK CONTRACT provided to student upon issuance of 4th M.P. PROGRESS REPORT: Submit to Teacher ONE wk before end of 4th M.P. - By June 9th	N/A Only GRADE BOOK grades entered in IC will be impacted. Final M.P. Grade revision not warranted
	4th M.P. REPORT CARD GRADE – N/A NO contracts to change a 4th M.P. grade!	3rd M.P. changes only - See DATE above.

* **NOTE: Grade Change Requests** for SENIORS who have completed a signed & approved **Make-up Work Contract** issued by the course teacher-of-record **must be submitted ONLY during the M.P. IMMEDIATELY FOLLOWING the M.P. for which the grade change is being requested.** (E.g., a Grade Change Request for 2nd M.P. may NOT be submitted during 4th M.P.; it must be submitted by the 3rd M.P. deadline.)