

2016-2017 EFA/EFE GRADE REPORTING SCHEDULE TRANSFER & OFF-SITE PROGRAMS

Student grades must be entered into the EFE/EFA Pinnacle Gradebook by the date and time listed.

The EFA/EFE office will communicate grades in the following ways:

- ** Mid-Quarter (progress reports) will be sent to counselors.*
- *** 1st and 3rd marking period grades will be sent to home schools for review; EFA/EFE sends report card to student's home.*
- **** Semester grades will be sent to home schools; grade is added to student transcript; EFA/EFE sends report card to student's home.*

At ALL times, it is the instructor's responsibility to, minimally, communicate with a parent/guardian when a student is in danger of failing ("D" & "F")!!!

GRADE REPORT TIMELINE	DUE DATE
**1 ST MARKING PERIOD	4 PM – November 4, 2016
*Mid-Quarter	4 PM – December 16, 2016
***2 ND MARKING PERIOD/1 ST SEMESTER	4 PM – January 27, 2017
*Mid-Quarter	4 PM – March 1, 2017
**3 RD MARKING PERIOD	4 PM – March 30, 2017
*Mid-Quarter	4 PM – May 5, 2017
***4 TH MARKING PERIOD/2 ND SEMESTER	Local end-of the year grade deadlines TBD

PUPIL ACCOUNTING FALL 2016 September 26 thru November 4, 2016	DUE BY November 11, 2016	Teachers must mark attendance DAILY in their Pinnacle Gradebook, or whenever their class(es) meet(s).. During the period of Monday, September 26, to Friday, November 4, 2016 , teachers must also complete the Teacher Electronic Attendance Certification Form on a weekly basis. This is in lieu of running and printing weekly attendance reports. This form must be submitted to the EFA or EFE office by November 11, 2016.
PUPIL ACCOUNTING SPRING 2017 January 30 thru March 10, 2017	DUE BY March 17, 2017	Teachers must mark attendance DAILY in their Pinnacle Gradebook, or whenever their class(es) meet(s).. During the period of Monday, January 30, to Friday, March 10, 2017 , teachers must also complete the Teacher Electronic Attendance Certification Form on a weekly basis. This is in lieu of running and printing weekly attendance reports. This form must be submitted to the EFA or EFE office by March 17, 2017.