

2018-2019 EFA/EFE GRADE REPORTING SCHEDULE TRANSFER & OFF-SITE PROGRAMS

Student grades must be entered in the EFE/EFA PowerSchool 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 2, 2018
*Mid-Quarter	4 PM – December 7, 2018
***2 ND MARKING PERIOD/1 ST SEMESTER	4 PM – January 25, 2019
*Mid-Quarter	4 PM – March 1, 2019
**3 RD MARKING PERIOD	4 PM – March 28, 2019
*Mid-Quarter	4 PM – May 3, 2019
***4 TH MARKING PERIOD/2 ND SEMESTER	Local end-of the year grade deadlines TBD

PUPIL ACCOUNTING FALL 2018 September 24 thru November 2, 2018	DUE BY November 9, 2018	Teachers must mark attendance DAILY in their PowerSchool Gradebook, or whenever their class(es) meet(s).. During the period of Monday, September 24, to Friday, November 2, 2018 , 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 needs to be submitted to the EFA or EFE office by November 9, 2018.
PUPIL ACCOUNTING SPRING 2019 February 4 thru March 15, 2019	DUE BY March 22, 2019	Teachers must mark attendance DAILY in their PowerSchool Gradebook, or whenever their class(es) meet(s).. During the period of Monday, February 4, to Friday, March 15, 2019 , 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 needs to be submitted to the EFA or EFE office by March 22, 2019.