

## 2019-2020 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 <sup>ST</sup> MARKING PERIOD	<b>4 PM</b> – November 1, 2019
*Mid-Quarter	<b>4 PM</b> – December 6, 2019
***1 <sup>ST</sup> SEMESTER	<b>4 PM</b> – January 24, 2020
*Mid-Quarter	<b>4 PM</b> – February 27, 2020
**3 <sup>RD</sup> MARKING PERIOD	<b>4 PM</b> – April 2, 2020
*Mid-Quarter	<b>4 PM</b> – May 1, 2020
***2 <sup>ND</sup> SEMESTER	Local end-of the year grade deadlines TBD

<b>PUPIL ACCOUNTING FALL 2019</b> September 23 thru November 8, 2019	<b>DUE BY November 15, 2019</b>	Teachers must mark attendance DAILY in their PowerSchool Gradebook, or whenever their class(es) meet(s). During the period of <b>Monday, September 23, to Friday, November 8, 2019</b> , teachers must also complete the <b>Teacher Electronic Attendance Certification Form</b> 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 15, 2019.
<b>PUPIL ACCOUNTING SPRING 2019</b> February 3 thru March 20, 2020	<b>DUE BY March 27, 2019</b>	Teachers must mark attendance DAILY in their PowerSchool Gradebook, or whenever their class(es) meet(s). During the period of <b>Monday, February 3, to Friday, March 20, 2020</b> , teachers must also complete the <b>Teacher Electronic Attendance Certification Form</b> 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 27, 2020.