

2015-2016 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 6, 2015
*Mid-Quarter	4 PM - December 11, 2015
***2 ND MARKING PERIOD/1 ST SEMESTER	4 PM - January 29, 2016
*Mid-Quarter	4 PM – March 4, 2016
**3 RD MARKING PERIOD	4 PM – March 31, 2016
*Mid-Quarter	4 PM - May 6, 2016
***4 TH MARKING PERIOD/2 ND SEMESTER	Local end-of the year grade deadlines TBD

PUPIL ACCOUNTING PAPERWORK FALL Pinnacle Report	DUE BY NOVEMBER 13, 2015	All documentation must be signed and dated (each individual page) and include, daily, student attendance from Monday, September 28, 2015 to Friday, November 6, 2015 .
PUPIL ACCOUNTING PAPERWORK SPRING Pinnacle Report	DUE BY MARCH 18, 2016	All documentation must be signed and dated (each individual page) and include student attendance from Monday, February 1, 2016 to Friday, March 11, 2016 .

Revised 1/27/16