



**REPORT CARD SCHEDULE
2016 – 2017 SCHOOL YEAR
ELEMENTARY SCHOOLS**

1st REPORT CARD

WED	10/12/16	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
THU	10/20/16	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
FRI	10/21/16		Information Operations will generate report card files
MON	10/24/16	8:00 AM	Information Operations will submit report card files to Print Shop
MON-TUE	10/24-25/16	8:00 AM	Print Shop will print school report cards by teacher
WED-THU	10/26-27/16		Print Shop will deliver report card to schools
THU	10/27/16		Report cards distributed to students

2nd REPORT CARD

WED	12/14/16	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
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*** WINTER BREAK 12/20 – 1/06 ***

FRI	01/06/17	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
MON	01/09/17		Information Operations will generate report card files
TUE	01/10/17	8:00 AM	Information Operations will submit report card files to Print Shop
WED-THU	01/11-12/17	8:00 AM	Print Shop will print school report cards by teacher
FRI-TUE	01/13-17/17		Print Shop will deliver report card to schools
TUE	01/17/17		Report cards distributed to students

3rd REPORT CARD

THU	03/09/16	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
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*** SPRING BREAK 3/20 – 3/24 ***

MON	03/27/17	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
TUE	03/28/17		Information Operations will generate report card files
WED	03/29/17	8:00 AM	Information Operations will submit report card files to Print Shop
THU	03/30/17	8:00 AM	Print Shop will print school report cards by teacher
FRI-MON	03/31-04/03/17		Print Shop will deliver report card to schools
MON	04/03/17		Report cards distributed to students

4th REPORT CARD

TUE	05/09/17	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
THU	05/18/17	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
FRI	05/19/17		Information Operations will generate report card files
MON	05/22/17	8:00 AM	Information Operations will submit report card files to Print Shop
TUE-WED	05/23-24/17	8:00 AM	Print Shop will print school report cards by teacher
THU-FRI	05/25-26/17		Print Shop will deliver report card to schools
FRI	05/26/17		Report cards distributed to students

