



REPORT CARD SCHEDULE
2017-2018 SCHOOL YEAR
ELEMENTARY SCHOOLS

1st REPORT CARD

WED	10/11/17	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
THU	10/19/17	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
FRI	10/20/17		TSS will generate report card files
MON	10/23/17	8:00 AM	TSS will submit report card files to Print Shop
MON-TUE	10/23-24/17	8:00 AM	Print Shop will print school report cards by teacher
WED-THU	10/25-26/17		Print Shop will deliver report card to schools
THU	10/26/17		Report cards distributed to students

2nd REPORT CARD

WED	12/13/16	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
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*** WINTER BREAK 12/21 – 1/05 ***

FRI	01/05/18	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
MON	01/08/18		TSS will generate report card files
TUE	01/09/18	8:00 AM	TSS will submit report card files to Print Shop
WED-THU	01/10-11/18	8:00 AM	Print Shop will print school report cards by teacher
FRI-TUE	01/12-16/18		Print Shop will deliver report card to schools
TUE	01/16/18		Report cards distributed to students

3rd REPORT CARD

THU	03/08/16	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
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*** SPRING BREAK 3/19 – 3/23 ***

MON	03/26/18	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
TUE	03/27/18		TSS will generate report card files
WED	03/28/18	8:00 AM	TSS will submit report card files to Print Shop
THU	03/29/18	8:00 AM	Print Shop will print school report cards by teacher
TUES-WED	04/03-04/04/18		Print Shop will deliver report card to schools
WED	04/04/18		Report cards distributed to students

4th REPORT CARD

TUE	05/08/18	8:00 AM	Begin <u>editing</u> final grades and comments in Synergy
THU	05/17/18	Midnight	Last day to <u>TRANSFER</u> grades to Report Card
FRI	05/18/18		TSS will generate report card files
MON	05/21/18	8:00 AM	TSS will submit report card files to Print Shop
TUE-WED	05/22-23/18	8:00 AM	Print Shop will print school report cards by teacher
THU-FRI	05/24-25/18		Print Shop will deliver report card to schools
FRI	05/25/18		Report cards distributed to students

