



SYSTEM MANAGEMENT CALENDAR 2017-2018

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(Please Note: Dates are tentative and subject to change due to District, School and Department Needs)

SYNERGY PROCESSES / TASKS	DATE
<i>New Teacher Training</i>	
Train New Teachers in Grade Book Setup, Creating Assignments, Grade Entry and Posting Grades	July 2017
<i>Training New School Office Staff</i>	July 2017
<i>Summer School and Programs</i>	
District Summer School (RGPI Schedules and Staff)	May-June 2017
APECHS/APMA	July 2017
VLA	July 2017
<i>Sync District Grade Books and Update Student Grades</i>	
For All Schools	August 2017
<i>Enable Student Schedules, Course Request and Grade Book in ParentVUE/StudentVUE</i>	August 2017
<i>Process "No Shows"</i>	2nd Week in August 2017
<i>Pre New Year Rollover</i>	
Setup NYR Process Sets in Testing Environment	January 22-23, 2018
Schedule Webinar with Edupoint to Verify NYR Process Sets and Setup	January 24, 2018
Run 1st NYR Process Sets in Testing Environment	January 25, 2018
Setup NYR Process Sets in Training Environment	January 26, 2018
Run 2nd NYR Process Sets in Training Environment	January 26, 2018
School Administrators Verify Preliminary NYR Results in Training Environment	January 29-30, 2018
Setup NYR Process Sets in Live Environment	January 30, 2018
Process Final NYR Process Sets in Live Environment	January 31, 2018



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Post New Year Rollover	
NYR Setup Completion	February 1 - 28, 2018
NYR Student Enrollment and Inactivation	February 1 - 28, 2018
Year End Status Update	June 30, 2018
Process Approved Middle School Magnet Lists	March 13, 2018
Process Approved Fall High School Transfers	March 21, 2018
Elementary Master Schedule Builder	
Master Schedule Training	April - May 2018
All School Schedules Need to be Completed Before Summer Break	1st Week in June 2018
K-3 Plus	
Pre-K-3 Plus Training (Contingent Upon Completion of Master Schedule)	April - May 2018
K-3 Plus Scheduling (In Conjunction with Master Schedule)	April - May 2018
Post K-3 Plus Training	August 2018
Disable Student Schedules, Course Requests and Grade Book in ParentVUE/StudentVUE	
Parent Parents and Students from Viewing Schedule Changes during MSB	June - August 2018
Secondary Master Schedule Builder	
Pre-Scheduling	March - April 2018
All School Schedules Need to be Completed by the end of July	May - July 2018
Student Discipline Cleanup	



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Email School Administrators Student Discipline Error Report	April 2018
Process Summer School Grades and Update GPAs	June 2018
Switch Synergy to New School Year	
Update All User Groups to New School Year	June 30, 2018
Yearly System Update	
Apply Yearly System Update	June, 2018
Sync District Grade Books and Update Student Grades	
For K-3 Plus Schools and APECHS/APMA	June 30, 2018
New Teacher Training	
Train New Teachers in Grade Book Setup, Creating Assignments, Grade Entry and Posting Grades	July 2018
Training New School Office Staff	July 2018
Summer School and Programs	
District Summer School (RGPI Schedules and Staff)	May-June 2018
APECHS/APMA	July 2018
VLA	July 2018
Sync District Grade Books and Update Student Grades	
For All Schools	August 2018
Enable Student Schedules, Course Request and Grade Book in ParentVUE/StudentVUE	August 2018
Process "No Shows"	2nd Week in August 2018



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<i>Elementary Report Cards</i>	
Quarter 1	Friday, October 20, 2017
Quarter 2	Monday, January 8, 2018
Quarter 3	Tuesday, March 27, 2018
Quarter 4	Friday, May 18, 2018
<i>Secondary Report Cards</i>	
1 st Nine Weeks Interim Notices	Wednesday, September 13, 2017
1 st Nine Weeks Report Card Mailers	Tuesday, October 24, 2017
2 nd Nine Weeks Interim Notices	November 11, 2017
2 nd Nine Weeks Report Card Mailers	January 11, 2018
3 rd Nine Weeks Interim Notices	Tuesday, February 14, 2018
3 rd Nine Weeks Report Card Mailers	Wednesday, March 28, 2018
4 th Nine Weeks Interim Notices	Thursday, April 19, 2018
4 th Nine Weeks Report Card Mailers	Wednesday, May 30, 2018
