POWERSCHOOL TIMELINES/RESPONSIBILITIES

2019- 2020

Marking Period 1

psc.irvington.k12.nj.us/teachers

(login from home or school)

September 27, 2019	Progress Reports completed by teachers (comments)
September 30, 2019 and October 1, 2019	Progress Reports printed by secretaries and reviewed by Guidance Counselors.
October 2, 2019	Teachers make necessary corrections by 3:00 p.m.
October 3, 2019	Progress Reports printed by secretaries
October 4, 2019	Progress Reports distributed to students.
November 13, 2019	**Marking Period 1 Ends**
November 15, 2019	**Last day teachers can enter or verify Marking Period 1 grades for report cards.**
November 18, 2019 and November 19, 2019	
➢ Grade Verification (Draft) printed by secretaries. ➢ Principals, Assistant Principals and Guidance Counselors check for missing grades. ➢ Must have "U" for unsatisfactory for any "F" grade or "N" for needs improvement for any "D" grade or possibly a "C" grade. ➢ Verification sheets are returned to teachers for changes.	
November 20, 2019	**Grades are made historical at 10:00 a.m. Only Guidance Counselors can input grades after 10:00 a.m. on 11/20/19. Any changes made after this time, must be reported to the Guidance Counselor so it can be uploaded historically and once approved, teachers are to change grades in PowerTeacher.**
November 22, 2019	Report Cards printed by school secretaries (2 copies).
December 2-4, 2019	Report Cards issued at parent conferences (Elementary and Middle).
December 5, 2019	Report Cards issued at parent conferences (High School).
PowerTeacher Gradebook will automatically calculate Q1, Q2, Q3, Q4 and F1. Gradebooks must be set up according to the Uniform Grading Profile. Technology Coaches are available to provide assistance.	