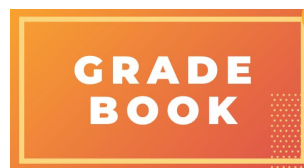


2020-2021 POWERSCHOOL TIMELINES / RESPONSIBILITIES

MARKING PERIOD 2

DECEMBER 17, 2020	Progress Reports completed by teachers (comments)
DECEMBER 18, 2020	Progress Reports (comments) reviewed by Guidance Counselors
DECEMBER 21, 2020	Teachers make necessary corrections by 3:00 p.m.
DECEMBER 22, 2020	Phone blast and an email announcing progress reports are available on the Parent Portal
FEBRUARY 4, 2021	Marking Period 2 Ends
FEBRUARY 8, 2021	Last day teachers can enter or verify Marking Period 2 grades for report cards.
February 8, 2020	
<ul style="list-style-type: none">• Principals, Assistant Principals and Guidance Counselors run: missing grades and verification report• Must have “Unsatisfactory” for any “F” grade or “Needs improvement” for any “D” or “C” grade	
FEBRUARY 9, 2021	Grades are made historical at 10:00 a.m. Only Guidance Counselors can input grades after 10:00 a.m. on 02/9/21. 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.
FEBRUARY 10, 2021	A Print Report Card Request Form will be posted on schools websites for parents / guardians needing report cards mailed home.
FEBRUARY 16, 2021	Report Cards distributed

1. **PowerTeacher Gradebook** automatically calculates Q1, Q2, Q3, Q4 and F1 once assignments are graded.
2. **For Report Cards Grades 1-5:** Standards (O,S,N,U) should be entered in the homeroom section, under Grading > Standards.



For PowerTeacher Gradebook tutorials and updates: visit the [Technology Training Portal](#)