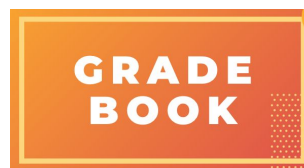


2020-2021 POWERSCHOOL TIMELINES / RESPONSIBILITIES

MARKING PERIOD 3

MARCH 5, 2021	Progress Reports completed by teachers (comments)
MARCH 8, 2021	Progress Reports (comments) reviewed by Guidance Counselors
MARCH 9, 2021	Teachers make necessary corrections by 3:00 p.m.
MARCH 10, 2021	Phone blast and an email announcing progress reports are available on the Parent Portal
APRIL 20, 2021	Marking Period 3 Ends
APRIL 22, 2021	Last day teachers can enter or verify Marking Period 3 grades for report cards.
April 22, 2021	
<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	
APRIL 23, 2021	Grades are made historical at 10:00 a.m. Only Guidance Counselors can input grades after 10:00 a.m. on 4/23/21. 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.
APRIL 26, 2021	A Print Report Card Request Form will be posted on schools websites for parents / guardians needing report cards mailed home.
APRIL 29, 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](#)