

# 2020-2021 POWERSCHOOL TIMELINES / RESPONSIBILITIES

## MARKING PERIOD 1

OCTOBER 1, 2020	Progress Reports completed by teachers (comments)
OCTOBER 2, 2020	Progress Reports (comments) reviewed by Guidance Counselors
OCTOBER 5, 2020	Teachers make necessary corrections by 3:00 p.m.
OCTOBER 6, 2020	Phone blast and an email announcing progress reports are available on the Parent Portal
<b>NOVEMBER 18, 2020</b>	<b>Marking Period 1 Ends</b>
NOVEMBER 20, 2020	Last day teachers can enter and <b>Certify MP 1</b> grades for report cards
<b>November 23, 2020</b>	
<ul style="list-style-type: none"> <li>• Principals, Assistant Principals and Guidance Counselors run: <b>missing grades</b> and <b>verification report</b></li> <li>• Must have “Unsatisfactory” for any “F” grade or “Needs improvement” for any “D” or “C” grade</li> </ul>	
NOVEMBER 24, 2020	<b>Grades are made historical at 10:00 a.m. Only Guidance Counselors can input grades after 10:00 a.m. on 11/24/20. 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</b>
	<b>A Printed Report Card Request Form will be posted on the district website and requesters will have report cards mailed home.</b>
DECEMBER 2-4, 2020	Report Cards <b>discussed at virtual</b> parent conferences (Elementary and Middle).
DECEMBER 5, 2020	Report Cards <b>discussed at virtual</b> parent conferences (High School)

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](#)