

2020-2021 POWERSCHOOL TIMELINES / RESPONSIBILITIES

MARKING PERIOD 4

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| MAY 18, 2021 | Progress Reports completed by teachers (comments) |
| MAY 19, 2021 | Progress Reports printed by secretaries and reviewed by Guidance Counselors. |
| MAY 20, 2020 | Teachers make necessary corrections by 3:00 p.m. |
| MAY 21, 2021 | Phone blast and an email announcing progress reports are available on the Parent Portal |
| JUNE 25, 2021 | Marking Period 4 Ends |
| JUNE 24, 2021 | Teachers can enter Marking Period 4 grades until 3:00 p.m. |
| June 24, 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 | |
| JUNE 24, 2021 | Grades are made historical at 10:00 a.m. Only Guidance Counselors can input grades after 10:00 a.m. on 6/24/21. 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. |
| JUNE 23, 2021 | A Print Report Card Request Form will be posted on schools websites for parents / guardians needing report cards mailed home. |
| JUNE 25, 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](#)