



LOPEZ MIDDLE SCHOOL

GRADE REPORTING SCHEDULE

	1st Cycle	2nd Cycle	3rd Cycle	4th Cycle
3 week Progress Report Grades due in GS by	Sept 17 @ 1:30 pm	Nov 26 @ 1:30 pm	Feb 11 @ 1:30 pm	Apr 21 @ 1:30 pm
Teachers Proof in PROG and make corrections by	Sept 18 @ 1:30 pm	Nov 27 @ 1:30 pm	Feb 12 @ 1:30 pm	Apr 22 @ 1:30 pm
Progress Report Distributed by Advisory	Sept 21 @ 8:30 am	Nov 30 @ 8:30 am	Feb 15 @ 8:30 am	Apr 24 @ 8:30 am
6 week Progress Report Grades due in GS by	Oct 9 @ 1:30 pm	Dec 17 @ 1:30 pm	Mar 3 @ 1:30 pm	May 12 @ 1:30 pm
Teachers Proof in PROG and make corrections by	Oct 10 @ 1:30 pm	Dec 18 @ 1:30 pm	Mar 4 @ 1:30 pm	May 13 @ 1:30 pm
Progress Report Distributed by Advisory	Oct 12 @ 8:30 am	Dec 21 @ 8:30 am	Mar 7 @ 8:30 am	May 16 @ 8:30 am
9 week Report Card Grades due in GS by	Oct 29 @ 1:30 pm	Jan 22 @ 1:30 pm	Mar 31 @ 1:30 pm	Jun 5 @ 1:30 pm
Teachers use GTCH to confirm grades and Print Proof Sheets by	Oct 30 @ 1:30 pm	Jan 23 @ 1:30 pm	Apr 1 @ 1:30 pm	Jun 5 @ 1:30 pm
Teachers are able to access nest grading cycle in Gradespeed	1-Nov	25-Jan	3-Apr	N/A
Report Cards Distributed by Advisory	Nov 2 @ 8:30 am	Jan 25 @ 8:30 am	Apr 4 @ 8:30 am	mailed
Last day to edit grades in Gradespeed and Mainframe for regular 07/08 school year				30-Jun

Note: Teachers are expected to update their grades on a regular basis and have those grades ready for export by the deadlines established above. If a teacher changes a grades after export, it is their responsibility to change the grades in GradeSpeed and contact their Data Processor to have the grade changed on the mainframe as well.