



North East Independent School District

8961 TESORO DRIVE - SAN ANTONIO, TEXAS 78217

Revised: March 6, 2007

Note: Teachers are expected to update their grades on a regular basis and have those grades ready for export by the deadlines established below. If a teacher changes a grade after an 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. State Law states that our GradeSpeed grade books and mainframe grades must match. NEISD can be fined if they don't match.

Secondary	1st	2nd	3rd	4th
3-Week Progress Report Exported by Central Office	On Sept 5 @ 4:15 p.m.	On Nov 6 @ 4:15 p.m.	On Jan 22 @ 4:15 p.m.	On Apr 9 @ 4:15 p.m.
Teachers Proof in PROG (Campus discretion if teachers proof)	On Sept 6 By 4:00 p.m.	On Nov 7 By 4:00 p.m.	On Jan 23 By 4:00 p.m.	On Apr 10 By 4:00 p.m.
3-Week Progress Report Printed	On Sept 6 @ 4:15 p.m.	On Nov 7 @ 4:15 p.m.	On Jan 23 @ 4:15 p.m.	On Apr 10 @ 4:15 p.m.
3-Week Progress Report Distributed	On Sept 8	On Nov 10	On Jan 26	On Apr 13
6-Week Progress Report Exported by Central Office	On Sept 25 @ 4:15 p.m.	On Nov 27 @ 4:15 p.m.	On Feb 12 @ 4:15 p.m.	On Apr 30 @ 4:15 p.m.
Teachers Proof in PROG (Campus discretion if teachers proof)	On Sept 26 By 4:00 p.m.	On Nov 28 By 4:00 p.m.	On Feb 13 By 4:00 p.m.	On May 1 By 4:00 p.m.
6-Week Progress Report Printed	On Sept 26 @ 4:15 p.m.	On Nov 28 @ 4:15 p.m.	On Feb 13 @ 4:15 p.m.	On May 1 @ 4:15 p.m.
6-Week Progress Report Distributed	On Sept 29	On Dec 1	On Feb 16	On May 4
Class Roster To School	Sept 29	Dec 1	Feb 22	May 11
Central Office Exports Final Cycle Grades	On Oct 16 @ 4:15 p.m.	On Jan 2 @ 4:15 p.m.	On Mar 19 @ 4:15 p.m.	On May 25 @ 7 p.m.
Teachers use GTCH to Confirm Grades and Print Proof Sheets (Required – all campuses)	On Oct 17 By 4:00 p.m.	On Jan 3 By 4:00 p.m.	On Mar 20 By 4:00 p.m.	On May 26 8 - 12:00 p.m.
Contact Data Processing Department to Begin Print Job on Report Cards	On Oct 17 By 4:15 p.m.	On Jan 3 By 4:15 p.m.	On Mar 20 By 4:15 p.m.	On May 26 By 12:30 p.m.
Report Cards Distributed	On Oct 20	On Jan 5	On Mar 23	Must be to Print Services by 7:30 a.m. on May 29
Last day to edit grades in GradeSpeed and Mainframe for regular 06/07 school year				June 26

Approved: _____ Date _____
Alicia Thomas, Associate Superintendent for Instruction