**Refer to chart below when entering assignment due dates in gradebook**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL NAME-Assignment Due Dates** | | | | | | | |
|  | **Quarter 1** | **Quarter 2** | **Quarter 3** | **Quarter 4** | **Semester 1** | **Semester 2** | **Full Year** |
| **Reporting Term** |  |  |  |  |  |  |  |
| **Grades Stored by School** |  |  |  |  |  |  |  |
| **Grade Verification by office staff** | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term | After cut-off date as indicated in reporting term |
| **Report Cards Go Home** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Dates to Print Progress Reports** | | | | | | | |
| **Teachers Print Progress Report** |  |  |  |  |  |  |  |
| **Progress Reports Go Home** |  |  |  |  |  |  |  |