

Cycle 2 Report Card Timeline – **TEACHER TALK**

- **February 2, 2022** Marking Period **Cycle 2** and **Semester 1** Ends
- **February 3-8, 2022** Teachers must ensure that grades and attendance for all students are entered and finalized in PowerTeacher Pro gradebooks.
- **February 8, 2022** All Cycle 2 grades must be **finalized in PowerTeacher** at the close of business.
- **February 17, 2022** Report Card Distribution; **Parent-Teacher Conference**
- **February 10, 2022** Cycle 1 will be **UNLOCKED** for any adjustments to grades
- **March 1, 2022** Cycle 1 and 2 will be **LOCKED**

NOTE

High School Teachers:

- **Semester I Final Exams** must be dated 2/1/2022 or 2/2/2022. No other assignments should be entered with either of those dates.
- **Year Long Course Mid Term Exams** must be dated 2/1/2022 or 2/2/2022. No other assignments should be entered with either of those dates.

Elementary & High School Teachers:

GRADES ARE STORED FOR ACTIVE STUDENTS ONLY

The process for end of cycle requires storing the grades in PowerSchool. This process will copy the grades from the Teacher's Gradebook into Historical Grades in PowerSchool. What is stored in PowerSchool is what will be printed on report cards.

If any Cycle 1 grades were updated during this open window they also have to be reflected in PowerSchool. It is the school's responsibility to make any necessary changes in PowerSchool.

- ❖ Teachers will need to complete a change of grade form and submit to the school's designee in order for the grade adjustment from their gradebooks to be corrected and reflected in the permanent records of Historical Grades

Once Cycle 1 and 2 are locked (March 1st), they will remain locked until the end of Cycle 3 at which time they will be opened for a short window for additional updates.