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**Subject:** Timeline & Info for 1st Quarter Grading

**Importance:** High

## JHS Teachers:

The end date of 1st quarter for Interim Progress Report (IPR) grading is **Friday, Nov. 1**. Teacher [instructions from LMS](#) are attached, and following are some details of the timeline/process.

- **Thurs., Nov. 7, by 3 p.m.:** Teacher online **Gradebooks should be up-to-date** by this date/time (also called the “push” date). At 3 p.m., the district folks will pull all grades (*correct or not*) from teacher Gradebooks into TAC (Teacher Access Center 4.0).
- After I hear from the district folks, **I will email you** that you may begin reviewing your grades in TAC. You can expect to hear from me late afternoon/early evening on Thursday. **Don’t get into TAC until you get my email.**
- **During your grades review timeframe (Nov. 7—after my email that TAC is open—through Nov. 12 at 3 p.m., when TAC closes):**
  - If you change a grade in TAC, you need to also change it in Gradebook.
  - If you change a grade in Gradebook, you need to also change it in TAC.  
(TAC and Gradebook need to match.)
  - The grades that are in TAC will be printed on the report card mailers.
  - The grades in Gradebook are what students and parents see online.
- **Tues., Nov. 12, at 3 p.m.:** This is the “TAC proof” deadline, when **TAC will close**, so you must **finish** your review in TAC and make any corrections of your 1st quarter grades **in TAC** by this date/time.

## REMINDERS:

- For any student with an **F grade**, you must enter **at least one comment code** (admin policy). [Comments list](#) is attached. (*Be careful to enter the codes in the **IPR** comment columns, not the Semester comment columns!*)
- Incompletes are **NOT** allowed for mid-term/quarter grading.
- Don’t forget to **grade your TA** (P or F only) **or Science Lab Assistant or Peer Tutor** (letter grade) if you have any.
- At JHS, we use S and U as grading options for SpEd and ML students (504s only if it’s explicitly written into their 504 plan as a grading option). S/F is allowed for Worksite Learning.

Let me know if you have any questions—and anyone is welcome to stop by my office for further clarification about any of this. 😊

DeeAnn

**DeeAnn Williamson**

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