



September 20, 2024

To: Principals and Registrars  
From: Tavis Miller, Director of Instructional Technology & Learning Services  
Brian Beckley, Chief Information Officer  
Regarding: **Grade Report Timelines**


**Grade Report Timelines 2024-25**

Semester grading timelines within the contract have been reviewed and the following schedule has been determined for all school levels. Buildings are asked to adhere to these shared timeframes for consistency in semester reporting. If the timeline presents challenges for the building, the principal is asked to contact Tavis Miller, Director of Instructional Technology and Learning Services.

All dates are set to the current school calendar. Dates will be reviewed if the weather changes the school calendar.

**Elementary Schools** – dates for publication are subject to adjustment based on gradebook-generated progress report process.

<b>Level</b>	<b>End of Term</b>	<b>Progress Report scores finalized end of workday</b>	<b>Distributed by</b>
ES	Thursday January 30, 2025	Thursday February 6, 2025	Thursday February 13, 2025
ES	Tuesday June 17, 2025	Wednesday June 11, 2025	Monday, June 16 – Tuesday, June 17, 2025

Approved for Distribution:   
Brian Beckley

## High School - Interim Progress Reports

*Interim progress reports will be available for mailing and online. Schools will be asked to publicize the progress report will be available in the Home Access Center.*

	Level	End of Term	Send Date from Gradebook to eSchoolPlus	TAC Proof Deadline	Send PDF to Printer by end of workday & date posted online	Mailed by
1 <sup>st</sup> Quarter	HS Only	Friday November 1, 2024	Thursday November 7, 2024	Tuesday November 12, 2024	Thursday November 14, 2024	Monday November 18, 2024
3 <sup>rd</sup> Quarter	HS Only	Friday March 28, 2025	Thursday April 3, 2025	Tuesday April 15, 2025	Thursday April 17, 2025	Monday April 21, 2025

## Middle and High Schools

	Level	End of Term	Senior grades due in Gradebook	Send Date from Gradebook to eSchoolPlus	TAC Proof Deadline	Send PDF to Printer by end of workday & date posted online	Mailed by
Semester 1	MS/HS	Thursday January 30, 2025	Not applicable	Wednesday February 5, 2025	Friday February 7, 2025	Tuesday February 11, 2025	Thursday February 13, 2025*
Semester 2	MS/HS	Tuesday June 17, 2025	Wednesday June 11, 2025	Monday June 16, 2025	Tuesday June 17, 2025*	Tuesday June 24, 2025*	Friday June 27, 2025*

**SHARE WITH SECONDARY SCHOOL OFFICE STAFF ONLY**

**Middle & High School – Extended Grading Timeline**

All dates are subject to the current school calendar. Dates will be reviewed if the weather changes the school calendar.

\*Deadlines noted with an \* are only for schools mailing a report card home

<b>Semester 1</b>		
<b>Action / Event</b>	<b>Date</b>	<b>Notes</b>
<b>Start of School</b>	Wednesday, September 4, 2024	
<b>Start of ‘W’ on Dropped Courses</b>	Friday, October 4, 2024	
<b>Start of Grades for Withdrawing Students</b> <i>(no longer a ‘W’)</i>	Monday, January 13, 2025	May be entered by office or set to Teacher for Gradebook loading.
<b>End of Term</b>	Thursday, January 30, 2025	
<b>Send Date from Gradebook to eSchoolPlus</b>	Wednesday, February 5, 2025	
<b>TAC Proof Deadline</b>	Friday, February 7, 2025*	
<b>Send PDF to Printer by end of workday &amp; date posted online</b>	Tuesday, February 11, 2025	
<b>Mailed by</b>	Thursday, February 13, 2025*	
<b>Semester 2</b>		
<b>Action / Event</b>	<b>Date</b>	<b>Notes</b>
<b>Start of Semester</b>	Monday, February 3, 2025	
<b>Start of ‘W’ on Dropped Courses</b>	Monday, March 3, 2025	
<b>Start of Grades for Withdrawing SENIORS</b> <i>(no longer a ‘W’)</i>	<b>Friday, May 23, 2025</b>	May be entered by office or set to Teacher for Gradebook loading.
<b>Start of Grades for Withdrawing Students in Grade 9-11</b> <i>(no longer a ‘W’)</i>	Friday, May 30, 2025	May be entered by office or set to Teacher for Gradebook loading.
<b>Senior grades due in Gradebook</b>	<b>Wednesday, June 11, 2025</b>	
<b>Senior Graduation</b>	Saturday, June 14, 2025	
<b>Send Date from Gradebook to eSchoolPlus</b>	Monday, June 16, 2025	
<b>End of Term</b>	Tuesday, June 17, 2025	
<b>TAC Proof Deadline</b>	Tuesday, June 17, 2025	
<b>Send PDF to Printer by end of workday &amp; date posted online</b>	Tuesday, June 24, 2025*	
<b>Mailed by</b>	Friday, June 27, 2025*	

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Brian Beckley