Memo

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: Principals		Date: May 22, 2024
From: Jason Dykstra Chief Accountability Officer Instructional Data Division		Instructions: Distribute to appropriate school staff.
Subject: 4th Marking Period Report Card and Progress Report Timeline - PreK through 12th Grade		Copies to: Executive Team Jeff Haynie

There is a single district-wide timeline for 4th marking period report card and progress report distribution for students in pre-kindergarten through twelfth grade. District staff will email all report cards, PK & K progress reports, and additional mailings **if an email address is available in PowerSchool**. Schools will need to print/mail report cards, progress reports, and additional mailings for students where an email address is not available in PS.

Date	Task	Notes
Friday, June 7	Report Card/Progress Report Preparation Begins	All Teachers working within PTP.
Tuesday, June 11	Last Day of 4th Marking Period	All assignments must fall within the 4th Marking Period date range in PTP (April 8 – June 11).
Wednesday, June 12	All teachers must complete the data quality steps included in their directions, as well as Principal requested edits, by the end of the day on June 12.	
Thursday, June 13- Friday, June 14	• Verification of Report Card and Progress Report completion.	
Tuesday, June 18	• Secondary Schools Grader1 Processing	
Tuesday, June 18	Elementary School Report Cards and Progress Reports begin to be emailed to families from Central Office. **Elementary schools begin mailings where email addresses are not available in PS.**	
Friday, June 21	Secondary School Report Cards and Progress Reports begin to be emailed to families from Central Office. **Secondary schools begin mailings where email addresses are not available in PS.**	

All direction documents for the end of the marking period can be found on the PowerSchool Help Site. Links are included here for reference.

1. Teacher Directions (Elementary, Middle, and High)
2. Elementary Principal Directions
3. Grader1 Directions (Elementary, Middle, and High)
4. PTP to PowerSchool storing process Schedule
5. Accessing Dropped and Incoming Students in PTP

Contact Jeff Haynie, Senior Manager of Student Data, with any requests for additional support, training, or questions regarding the timeline or processes at jshaynie@aacps.org or 410-222-5153.

JD/jh

4th Marking Period PTP to PowerSchool Data Storing Process
Pre-Kindergarten through 12th Grade

Date		Notes	Elementary Schools	Secondary Schools
7-June through 12-June	Friday-Wednesday	• Teachers Finalize & Check Grades 4 days (the gradebook will remain open through Friday, June 14, for staff that need the extra time) • Elementary Principals Review and teacher corrections/updates o All changes should occur in PowerTeacher Pro	1. Please remind teachers about grading expectations, directions, and timelines. 2. Monitor Gradebooks as needed.	
17- June	Monday	• Elementary Schools store Grades • Secondary Schools store Grades	**8:00 AM – 8:30 AM	*8:30 AM - 9:30 AM (MS) *8:30 AM - 9:30 AM (HS)
18-June	Tuesday	• Secondary Grader1 processing		
18-June and 21-June	Tues (Elem) Friday (Sec) (*schools closed 6/19*)	**Progress Reports/Report Cards** <mark>**Begin to be Emailed to families from Central Office**</mark> **– Schools begin mailings where email addresses are not available in PS**	June 18	June 21

Please notice that there is only <u>one data store per school for each marking period</u>. Schools will be notified when the Stored Grades process is complete.

*If changes need to be made during and/or after this date and time, the teacher of record will need to submit an electronic grade change form.

** If a **course grade change or comment change** needs to be made during and/or after this date and time, **the teacher of record will need to submit an electronic grade change form**. Reading Level Code (Comp Texts) and Expected Student Behavior (Homeroom) changes must be made by the teachers in their gradebook (no grade change form required.)