

JOHN H. FRANCIS POLYTECHNIC HIGH SCHOOL

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*A Pilot School***Austin Beutner***Superintendent of Schools***Linda Del Cueto***LD NE Superintendent***Elidia Vazquez***Principal***To: All Staff****Date: 1/29/19****From: Jamine Kenion, APSCS**

Dear Teachers,

Below is the grading window for the Spring Semester.

The grading window for Q3 opens on 02/01/2019 and closes on 02/07/2018. Since we are distributing report cards on 2/7/2019, grades are due by 3pm on 02/05/2019 so that check for those missing, chase them down and print report cards to distribute to SLC's for Parent Conference night.

As you can see the final's schedule and mark reporting dates for the rest of the year are included in the table. Please mark your calendars appropriately.

This will also be posted in Schoology and on the Poly website under Staff/Mark Reporting if you lose this email or forget.

Grading Period Description	Term Code	Quarter Begin Date	Quarter End Date	Finals	Grade Window Open	Grades Due	PHBAO (Open House)
Mid-term	A3	01/08/19	N/A	NA	02/01/19	*02/05/18	02/07/2019
Final	A3		3/18/19	3/14/19 Per. 1 & 2 3/15/19 Per. 3 & 4	3/7/19	3/15/19	N/A
Mid-term	A4	3/19/19	N/A		4/26/19	*4/30/19	5/2/2019
Final	A4		05/30/19	5/28/19 Per. 1 & 2 5/29/19 Per. 3 & 4	5/13/19	5/30/19	N/A