

## Memorandum

To: Sierra Vista Teachers  
From: Johnnie Fitzpatrick, Registrar  
Re: Grade Reporting Timeline 2019/2020 School Year  
Date: September 3, 2019

### 1<sup>st</sup> Quarter Progress Report

September 13 End of 1<sup>st</sup> Progress Reporting Period (Friday)  
September 16 **Grades Due @ NOON or BEFORE (Monday)**  
September 17 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 9/20 (Friday)

### 1<sup>st</sup> Quarter Report Card

October 18 End of 1<sup>st</sup> Quarter (Friday)  
October 21 **Grades Due @ NOON or BEFORE (Monday)**  
October 22 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 10/25 (Friday)

### 2<sup>nd</sup> Quarter Progress Report

November 15 End of 2<sup>nd</sup> Progress Reporting Period (Friday)  
November 18 **Grades Due @ NOON or BEFORE (Monday)**  
November 19 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 11/22 (Fri)

### 2<sup>nd</sup> Qtr/1<sup>st</sup> Semester Report Card

December 19 End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester (Thursday)  
December 20 **Grades Due before you leave for Winter Break**  
**MUST CHECK OUT WITH ME IN PERSON**  
December 20 Grades Posted to Portal @ 3:00 p.m. (Friday)  
Selected Grades Printed & Distributed by 1/17 (Friday)

### 3<sup>rd</sup> Quarter Progress Report

February 7 End of 3<sup>rd</sup> Progress Reporting Period (Friday)  
February 10 **Grades Due @ NOON or BEFORE (Monday)**  
February 11 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 2/13 (Thurs)

### 3<sup>rd</sup> Quarter Report Card

March 20 End of 3<sup>rd</sup> Quarter Progress Reporting Period (Friday)  
March 23 **Grades Due @ NOON or BEFORE (Monday)**  
March 24 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 3/27 (Friday)

### 4<sup>th</sup> Quarter Progress Report

April 24 End of 4<sup>th</sup> Progress Reporting Period (Friday)  
April 27 **Grades Due @ NOON or BEFORE (Monday)**  
April 28 Grades Posted to Portal @ 3:00 p.m. (Tuesday)  
Selected Grades Printed & Distributed by 5/1 (Friday)

### 4<sup>th</sup> Qtr/2<sup>nd</sup> Semester Report Card

June 4 End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester (Thursday)  
June 5 **Grades Due Before you check out for Summer Break**  
**(Friday) MUST CHECK OUT WITH ME IN PERSON**  
June 8 Grades Posted to Portal @ 3:00 p.m. (Monday)  
Selected Grades Mailed Home by 6/12 (Friday)