

CALCASIEU SCHOOL'S REPORT CARD SCHEDULE 2023-2024

1st Nine Week

Ends Mon., October 16 Thurs., Oct. 12	Open up 2 nd Marking Period Gradebooks
Tues., Oct. 17	8:00am MIS locks Gradebooks (No grade change requests until after report cards are issued) MIS notifies school that Report Cards are on the h-drive
Thurs., Oct. 19	Report cards issued

2nd Nine Weeks

Ends Thurs., January 4 (Mid-Term) Wed., Jan. 3	Open up 3 rd Marking Period Gradebooks MIS enters McNeese & Sowela Grades
Fri., Jan. 5	12:00 pm MIS locks Gradebooks, runs calculations, generate confirming grade reports** MIS notifies school that confirming reports are on the h-drive 4:00pm Unlock Gradebooks (*Warning - Final Lock will be on Tuesday at 8:00 am)
Mon., Jan. 8	Teachers make Gradebook changes
Tues., Jan. 9	8:00 am Final Gradebook Lock - All denying of credit must be completed MIS runs calculations, generates confirming grades again** MIS notifies school that Report cards are on h-drive
Thurs., Jan. 11	Report cards issued

3rd Nine Weeks

Ends Wed., March 13 Mon., Mar. 11	Open up 4 th Marking Period Gradebooks
Thurs., Mar. 14	8:00am MIS locks Gradebooks (No grade change requests until after report cards are issued) MIS notifies school that Report Cards are on the h-drive
Mon., Mar. 18	Report cards issued

**** ALL TIMES TBA - DETAILED EOY TIMELINES ISSUED IN MAY ****

4th Nine Weeks

Ends Wednesday, May 22 Wednesday, May 22	MIS locks Gradebooks, runs calculations, generates confirming grade reports** MIS notifies school the confirming reports are on the h-drive Unlock Gradebooks (*Warning - Final Lock will be ...)
Thursday, May 23	Final Gradebook Lock - All denying of credit must be completed MIS runs calculations, generates confirming grades again** Run reports cards/MIS notifies school that Report Cards are on h-drive
Friday, May 24	Report cards issued

- **All Homebound & Mall grades are due 2 days BEFORE the end of the nine weeks.**
- **All CPAS, ABC, Sowela & McNeese grades are due the day BEFORE the end of the nine weeks.**
- MIS will enter McNeese & Sowela at the end of each semester and Mall at the end of the year.
- Counselors/Principals please remind teachers to either print/save a copy of their Gradebook to their desktop each nine weeks.
- **Confirming Grade reports can be printed at each school by the teacher, signed, and turned in in lieu of the office printing all of them, handing them out, etc. (**Web Gradebook>Reports>Grades>Term Grades Report>All Students**)
- Teachers must use the **Request to Unlock Grade Book for Prior Marking Periods** to make a grade change in the Gradebook once Gradebooks are locked for a marking period.