

## 23-24 Secondary Grade Submission Schedule

Grading Period	Period End	Window Open	Window Close	Office Deadline	Report out to students/families by:
Progress 1	9/13/23	9/11/23	9/19/23	9/21/23	9/22/23
Quarter 1	10/13/23	10/11/23	10/20/23	10/24/23	10/26/23
Progress 2	11/9/23	11/6/23	11/16/23	11/20/23	11/22/23
Quarter 2/ Semester 1	12/20/23	12/13/23	1/19/24	1/23/24	1/25/24
Progress 3	2/9/24	2/7/24	2/16/24	2/21/24	2/23/24
Quarter 3	3/22/24	3/15/24	3/28/24	4/1/24	4/2/24
Progress 4	4/19/24	4/17/24	4/26/24	5/1/24	5/3/24
Quarter 4/ Semester 2	6/7/24	5/24/24	6/13/24	6/17/24	6/18/24

“10. Report cards and progress reports will be due no earlier than four (4) working days after the end of the grading period. Teachers shall not be paid additional compensation for this period of time. “ pg. 13 PVFT/PVUSD Contract

### General Practice:

- 4 working days for teachers to enter the grades
- 2 days for office to process unsubmitted grades
- 3 days for office staff to process and mail grades
- Sites should establish procedures for 8th grade & 12th Grade promotion/graduation student notification of eligibility per

appropriate ARs or site practice