



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Dates for Required Progress Reports in Elementary Schools 2019-2020

NUMBER: MEM-5127.9

ISSUER: Frances Gipson, Ph.D.
 Chief Academic Officer

Jesus Angulo, Director
 Academic and Counseling Services

DATE: May 8, 2019

PURPOSE: The purpose of this Memorandum is to ensure consistency within the L.A. Unified School District for reporting student progress to parents during the 2019-2020 school year and to provide schedules for schools to follow for the online mark reporting process.

MAJOR CHANGES: This memorandum replaces MEM-5127.8, *Dates for Required Progress Reports in Elementary Schools 2018-2019*, dated June 1, 2018. Final Mark Reporting dates have been updated to reflect the 2019-2020 school year calendar approved by the Board of Education.

GUIDELINES: The following guidelines apply.

I. REPORTING PERIODS AND MiSiS ACCESS DATES

A progress report is provided to parents of all students enrolled at a L.A. Unified school for fifteen (15) or more academic days within any specific reporting period. Schools are to follow District reporting period schedules to ensure consistency for reporting student progress to parents during the 2019-2020 school year.

All elementary schools will issue progress reports to parents three (3) times during the school year. Reporting period schedules and My Integrated Student Information System (MiSiS) access dates for the 2019-2020 school year for the Single-Track instructional calendars, as well as suggested parent conference dates, are included in this Memorandum (Attachment A). Please see MEM-5787.7, *Back-to-School and Open House Activities for 2019-2020*, dated March 29, 2019, for detailed information regarding parent conferences.

ROUTING

- Local District Superintendents
- Local District Administrators of Instruction
- Directors of Instruction
- Elementary School Principals
- Elementary Assistant Principals
- School Administrative Assistants
- All Elementary Teachers



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II. REQUEST FOR MODIFICATION OF REPORTING DATES

Schools may request a modification of the reporting period schedules. The requested modification may not vary more than five days either before or after the specified reporting dates for the school's calendar.

Schools varying from the specified reporting period dates must recalculate The appropriate number of instructional days for each reporting period to ensure a total of 180 days.

For changes to MiSiS grade entry or reporting period dates, schools must inform the Local District Director, fill out the "MiSiS Grading Period and Grade Entry Window Change Request" (Attachment B) including the required signatures, and fax the form to the MiSiS System Administrator at (213) 241-8454.

Grading period change requests are due Friday, October 31, 2019. If a school's application is not received by the due date, no calendar changes will be made.

Grade entry or reporting period date changes will change in the Learning Management System (LMS), Schoology, one business day after MiSiS approves and processes the request.

RELATED RESOURCES: MEM-5787.7, *Back-to-School and Open House Activities for 2019-2020*, dated March 29, 2019.

MEM-6015.7, *School Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2019-2020)*, dated April 4, 2019.

BUL-2332.7, *Elementary School Progress Report Marking Practices and Procedures*, dated August 3, 2017.



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ASSISTANCE: For assistance or further information, please contact your Local District Director, Carlen Powell, Administrator, Elementary Instruction at carlen.powell@lausd.net, or Jesus Angulo, Director, Academic and Counseling Services, at jangulo@lausd.net. For MiSiS assistance, call the MiSiS Help Desk at (213) 241-5200 (Option 5, then Option 2).



**REPORTING PERIOD and
 MiSiS GRADE ENTRY WINDOW DATES 2019-2020
 SCHOOL YEAR**

ELEMENTARY CALENDAR

	Reporting Period Dates			MiSiS Grade Entry Window		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	08/20/2019	11/15/2019	59	10/24/2019	11/15/2019	November 18-22, 2019
2 nd Reporting Period	11/18/2019	03/06/2020	58	02/13/2020	03/06/2020	March 2-6, 2020
3 rd Reporting Period	03/09/2020	06/12/2020	63	05/21/2020	06/12/2020	June 8-12, 2020 (Optional)

Total days 180

