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.
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:


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

<table>
<thead>
<tr>
<th>Reporting Period Dates</th>
<th>MiSiS Grade Entry Window</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td>2nd Reporting Period</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>3rd Reporting Period</td>
<td>03/09/2020</td>
</tr>
</tbody>
</table>

Total days 180
MiSiS Grading Period and Grade Entry Window Change Request

Note: All fields are required.

School Name: ____________________________
Date: __________________
Location Code(s): ____________________________

Phone Number (___) _______ - ___________ Fax Number (___) _______ - ___________
Principal Name: ____________________________ Principal Employee Number: ___________

Check the reasons for requesting a change to your school’s Grade Reporting Dates in MiSiS:

☐ District-wide Network (WAN) Issues ☐ Local Area Network (LAN) Issue
☐ Power Outage ☐ Other (Explain):_________________

Instructions: Please complete the following table and indicate the requested grade period change and/or the requested grade entry date change. You can submit additional request forms if you need more room. The change to the grade entry dates will only affect users of the Teacher Portal. Grading periods must total 180 days.

<table>
<thead>
<tr>
<th>Grade Period Date Change</th>
<th>Grade Period Date Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
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Dates of one grade entry window cannot overlap with the dates of another grade entry window.

Name of UTLA Chairperson: ____________________________ Signature of UTLA Chairperson: ____________________________

Name of Principal: ____________________________ Signature of Principal: ____________________________

Principal’s LAUSD Email Address: ____________________________

Local District Instructional Director Signature: ____________________________

Would you like to receive email notification that your request was received? YES NO

Please fax the completed form to MiSiS System Administrator at (213) 241-8454. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

OFFICE USE ONLY: Approved _______________ Date: _______________

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