



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Dates for Required Reports of Marks in Elementary Schools 2020-2021

NUMBER: REF-096109

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Academic and Counseling Services

DATE: August 17, 2020

PURPOSE: The purpose of this reference guide is to ensure consistency within the L.A. Unified School District for reporting student progress to parents during the 2020-2021 school year and to provide schedules for schools to follow for the online mark reporting process.

MAJOR CHANGES: This reference guide replaces MEM-5127.9, *Dates for Required Progress Reports in Elementary Schools 2019-2020*, dated May 8, 2019. Final Mark Reporting dates have been updated to reflect the 2020-2021 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 2020-2021 school year.

All 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 2020-2021 school year for the Single-Track instructional calendars, as well as suggested parent conference dates, are included in this reference guide (Attachment A). Please see MEM-5787.8, *Back-to-School and Open House Activities for 2020-2021*, dated March 2, 2020 for detailed information regarding parent conferences.

ROUTING

Local District Superintendents
Principal Supervisors
Support Unit
Administrators School
Site Administrators
All Elementary
Teachers



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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 Principal Supervisor, 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 30, 2020. If a school's application is not received by the due date, calendar changes will not be made.

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

AUTHORITY: This is a policy of Los Angeles Unified School District

RELATED RESOURCES: MEM-5787.8, *Back-to-School and Open House Activities for 2020-2021*, dated March 2, 2020.

Attachment A: Reporting Period and MiSiS Grade Entry Window Dates 2020-2021 School Year.

Attachment B: MiSiS Grading Period and Grade Entry Window Change Request

MEM-6015.8, *School Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2020-2021)*, dated March 2, 2020.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ASSISTANCE: For assistance or further information, please contact your Local District Principal Supervisor, 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).



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT A

**REPORTING PERIOD and MiSiS GRADE ENTRY WINDOW DATES
2020-2021 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	08/18/2020	11/13/2020	60	10/23/2020	11/13/2020	November 16-20, 2020
2 nd Reporting Period	11/16/2020	03/05/2021	58	02/12/2021	03/05/2021	March 8-12, 2021
3 rd Reporting Period	03/08/2021	06/10/2021	62	05/21/2021	06/11/2021	June 7-11, 2021 (Optional)

Total days 180



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

ATTACHMENT B

MiSiS Grading Period and Grade Entry Window Change Request

DUE: OCTOBER 30

Note: All fields are required.

School Name: _____

Date: _____

Location Code(s): _____

Phone Number (____) _____ - _____

Fax Number (____) _____ - _____

Principal Name: _____

Principal Employee Number: _____

Please 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.

Grade Period Date Change			Grade Period Date Change		
Start Date	End Date	# Days	Start Date	End Date	# Days

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 Principal Supervisor 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 by **October 30**. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

OFFICE USE ONLY: *Approved* _____ *Date:* _____