



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Dates for Required Reports of Marks in Elementary Schools 2021-2022

NUMBER: REF-096109.1

ISSUER: Alison Yoshimoto-Towery
Chief Academic Officer
Division of Instruction

Jesus Angulo
Director
Academic and Counseling Services

DATE: May 24, 2021

PURPOSE: The purpose of this reference guide is to ensure consistency within the Los Angeles Unified (L.A. Unified) for reporting student progress to parents during the 2021-2022 school year and to provide schedules for schools to follow for the online mark reporting process.

MAJOR CHANGES: This reference guide replaces REF-096109, *Dates for Required Reports of Marks in Elementary Schools 2020-2021*, dated August 17, 2020. Final Mark Reporting dates have been updated to reflect the 2021-2022 school year calendar approved by the Board of Education.

GUIDELINES: The following guidelines apply.

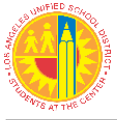
I. REPORTING PERIODS AND MiSiS ACCESS DATES

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 2021-2022 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 2021-2022 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-5787.9, *Back-to-School and Open House Activities for 2021-2022*, for detailed information regarding parent conferences.

ROUTING

All Offices
Local District Superintendents
Administrators of Instruction
Community of School Administrators
Elementary School Site Administrators
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 (5) 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 29, 2021. 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 (1) business day after MiSiS approves and processes the request.

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

RELATED RESOURCES: MEM-5787.9, *Back-to-School and Open House Activities for 2021-2022*

MEM-6015.9, *School Site Professional Development Priorities and Banked Time Tuesdays for Elementary Schools (2020-2021)*

Attachment A: Reporting Period and MiSiS Grade Entry Window Dates 2021-2022 School Year.

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



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ASSISTANCE: For assistance, please contact your Community of School Administrator. For further information or assistance, please contact 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).



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ATTACHMENT A

REPORTING PERIOD and MiSiS GRADE ENTRY WINDOW DATES
2021-2022 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	08/16/2021	11/12/2021	60	10/21/2021	11/12/2021	November 15-19, 2021
2 nd Reporting Period	11/15/2021	03/04/2022	57	02/10/2022	03/04/2022	March 7-11, 2022
3 rd Reporting Period	03/07/2022	06/10/2022	63	05/19/2022	06/10/2022	June 6-10, 2022 (Optional)

Total days 180



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ATTACHMENT B

MiSiS Grading Period and Grade Entry Window Change Request

DUE: OCTOBER 29

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 may 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 29**. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

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