

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 27, 2007

To: Elementary School Principals, Area Superintendents, Division and Department Heads

Subject: PUPIL PROGRESS REPORTING PERIODS FOR 2007-08

Department and/or Persons Concerned: Elementary School Principals, Division and Department Heads

Due Date: March 9, 2007

Action Requested: Complete the attached form and send one copy to each of the following individuals/departments by the due date listed above:

- 1) Planning Section, Transportation Services
- 2) Your Area Superintendent
- 3) Pupil Accounting (Eugene Brucker Education Center, Room 3202)
- 4) School Police Services (Eugene Brucker Education Center, EOC Trailer)

References: *2007-08 Annual Instructional Minutes Schedule* (Administrative Circular No. 83)
Administrative Procedures 4022 and 4702

Attachments: 1) Parent-Teacher Conference Periods: 2007-08
2) Request for Parent-Teacher Conference Dates: 2007-08

Brief Explanation:

In 2007-08, the district will continue to use three standard progress reporting periods at the elementary school level. The length of the first reporting period remains the same and is aligned with the district's at-risk student timeline, which requires parent notification for students at risk of not meeting grade-level standards. The second reporting period was extended in 2006-07 and will remain that way for 2007-08 to allow for more instructional time between the end of the first and second reporting periods.

The chart below provides progress reporting period end dates for 2007-08.

2007-08 PROGRESS REPORTING PERIOD END DATES

	Reporting Period 1	Reporting Period 2	Reporting Period 3
Traditional	November 2, 2007	February 29, 2008	June 16, 2008
Year-Round	November 2, 2007	March 13, 2008	July 21, 2008

Early in the 2007-08 school year, the *Scan Sheet/Progress Report Timeline* circular will be posted. This circular will provide detailed information about the timelines for submitting report card scan sheets and the production/distribution of completed report cards.

Guidelines for Scheduling Parent-Teacher Conference Days

Although progress reporting periods are standardized throughout the district, elementary schools may continue to schedule parent-teacher conference days to meet individual site needs, schedules, and transportation availability. Elementary schools may select their minimum days according to the timelines provided on Attachment 1. The *Request for Parent-Teacher Conference Dates: 2007-08* (Attachment 2) must be submitted to each of the individuals/offices listed on the form **no later than March 9, 2007**. The following provisions must be met when conducting minimum days for parent-teacher conferences.

1. **Grades 1-3: 230 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 230 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 230 (but **not** less than 205).
2. **Grades 4-5: 240 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 240 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 240 (but **not** less than 205).
3. Cafeteria lunches must be provided for those pupils desiring to purchase lunches and for those pupils eligible for free or reduced-price lunches. Lunch does not count as part of the 230- or 240-minute minimum.
4. Schools sharing the same bus routes on the same time schedule must select the same days for parent-teacher conferences in order to avoid conflict for bus service.
5. There are a limited number of buses available for minimum days. Transportation will be scheduled on a first-come, first-served basis by written requests from schools. It is likely that Transportation Services cannot support some requests from schools.
6. In the event that a particular day is oversubscribed, schools will be required to reschedule their minimum days in order to receive bus service. **Schools should NOT notify parents, staff, or students of specific days for conferences until written confirmation from Transportation Services is received.** All changes must be submitted to Transportation Planning. Please wait for approval of the changes before announcements are sent home. Transportation may not be able to support changes made at the last minute.
7. A minimum day schedule for students does not change the workday for certificated or classified staff.

Please note that the scheduling of minimum days for parent-teacher conferences must be completed prior to submitting the *2007-08 Annual Instructional Minutes Schedule* (Administrative Circular No. 83). Be sure to plan ahead as the due date for submitting the *2007-08 Annual Instructional Minutes Schedule* to Pupil Accounting is also March 9, 2007.

Bus service in support of parent-teacher conference days will be scheduled in the most cost-effective manner due to budget limitations. This often results in different buses and drivers servicing schools on parent-teacher conference days. Therefore, schools should closely supervise procedures at their loading zones on these days.

Transportation Services will provide written notification to each school when buses are scheduled for parent-teacher conference days. Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.

Schools should contact the Planning Section of Transportation Services at 858-496-8475 or 858-496-8460 if they have any questions regarding transportation. Questions regarding standardized progress reporting periods should be directed to Kristine Beverly at 619-725-7117 (kbeverly@sandi.net).

Karen Volz Bachofer
Executive Director
Standards, Assessment, and Accountability Division

APPROVED:

A handwritten signature in cursive script that reads "Geno Flores".

Geno Flores
Deputy Superintendent

Attachments

Distribution: Lists A and D

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent

**PARENT-TEACHER CONFERENCE PERIODS: 2007-08
ELEMENTARY SCHOOLS**

Please request minimum day schedules for parent-teacher conferences based on the following timelines:

TRADITIONAL CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 13 – December 7, 2007

Reporting Period 2: March 10 – April 4, 2008

YEAR-ROUND CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 13 – December 7, 2007

Reporting Period 2: April 10 – April 25, 2008

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent

**REQUEST FOR PARENT-TEACHER CONFERENCE DATES: 2007-08
ELEMENTARY SCHOOLS**

Please complete this request form **no later than March 9, 2007** and forward a copy to each of the following individuals/departments:

- Planning Section, **Transportation Services** (Nancy Hollenbaugh, Fax: 858-496-8700)
- Your **Area Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3202)
- **School Police Services** (Eugene Brucker Education Center, EOC Trailer)

Please do not plan a minimum day prior to the first date listed for your type of school (e.g., traditional calendar or year-round calendar).

Schools sharing transportation services **must request** the same dates. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.** Buses will be scheduled to pick up all students following the dismissal times on minimum days.

Changes to requested dates and times must be approved by Transportation Services. Once approval from Transportation Services is received, please forward the final copy of the minimum day schedule to: 1) your Area Superintendent, 2) Pupil Accounting, and 3) School Police Services.

**PARENT-TEACHER CONFERENCE DATES: 2007-08
ELEMENTARY SCHOOLS**

School: _____ **Principal:** _____

Date: _____ **Signature:** _____

Email: _____

Our school requests a minimum day schedule for parent-teacher conferences on the following days:

Preferred Dates	Alternate Dates

Dismissal Time: _____

Bus Departure Time (allow for lunch): _____