

ADMINISTRATIVE CIRCULAR NO. 19
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2007

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

Subject: SCAN SHEET/PROGRESS REPORTING TIMELINES FOR 2007-08

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

Due Dates:

TRADITIONAL SCHOOLS
Round 1 - October 29, 2007
Round 2 – February 25, 2008
Round 3 – June 4, 2008

YEAR-ROUND SCHOOLS
Round 1 - October 29, 2007
Round 2 – March 10, 2008
Round 3 – July 9, 2008

Action Requested: Return completed progress report scan sheets to IT Operations, Eugene Brucker Education Center, Room 1110, by the due dates listed above.

References: *Pupil Progress Reporting Periods for 2007-08* (Administrative Circular No. 85, dated February 27, 2007)
District Procedures 4022, 4702

Brief Explanation:

Since the 2000-01 academic year, the district has maintained standard progress reporting periods at the elementary level. Beginning in 2006-07, the progress reporting periods were modified at the request of school sites. The length of the first reporting period remained the same but the second reporting period was extended. Several advantages to this reporting schedule include:

1. This schedule allows for more instructional time between the end of the first and second reporting periods.
2. Grade cards will continue to be prepared with sufficient lead times for each conferencing period.
3. The cycle is aligned to the district's at-risk student timeline, which requires parent notification for students at risk of not meeting grade-level standards.

The tables on the following pages provide detailed information about the timelines for submitting report card scan sheets and the production/distribution of completed progress reports for each of the three reporting periods. Timelines for both traditional and year-round schools are included. Although reporting periods are standardized, schools may schedule parent-teacher conference days within the suggested conference periods to meet individual sites needs (See Administrative Circular No. 85, dated February 27, 2007).

PROGRESS REPORTING PERIOD 1

	TRADITIONAL SCHOOLS	YEAR-ROUND SCHOOLS
Scan Sheets Printed by IT	October 8, 2007	October 8, 2007
Begin Delivery of Scan Sheets to Schools	October 15, 2007	October 15, 2007
Completed Scan Sheets Due to IT	October 29, 2007	October 29, 2007
Progress Reporting Period End Date	November 2, 2007	November 2, 2007
Begin Delivery of Progress Reports to Schools*	November 5, 2007	November 5, 2007
Parent-Teacher Conference Period**	November 13 through December 7, 2007	November 13 through December 7, 2007

*On this date, delivery of progress reports to school sites will begin. The weekly truck delivery schedule varies. Please be sure to verify the actual truck delivery date for your specific school site.

Schools scheduling parent-teacher conferences during the week of November 13 **must arrange to pick up progress reports from IT Operations (Education Center, Room 1110).

PROGRESS REPORTING PERIOD 2

	TRADITIONAL SCHOOLS	YEAR-ROUND SCHOOLS
Scan Sheets Printed by IT	February 4, 2008	February 19, 2008
Begin Delivery of Scan Sheets to Schools	February 11, 2008	February 25, 2008
Completed Scan Sheets Due to IT	February 25, 2008	March 10, 2008
Progress Reporting Period End Date	February 29, 2008	March 13, 2008
Begin Delivery of Progress Reports to Schools*	March 3, 2008	March 17, 2008 [^]
Parent-Teacher Conference Period**	March 10 through April 4, 2008	April 10 through April 25, 2008

*On this date, delivery of progress reports to school sites will begin. The weekly truck delivery schedule varies. Please be sure to verify the actual truck delivery date for your specific school site.

Traditional and Year-Round schools scheduling parent-teacher conferences during the weeks of March 10 and April 10, respectively, **must arrange to pick up progress reports from IT Operations (Education Center, Room 1110).

[^]Delivery of progress reports to year-round schools will begin during intersession. If you would prefer to pick up the progress reports from IT Operations, please arrange to do so by following step 5 in the *Important Information* section on Page 4.

PROGRESS REPORTING PERIOD 3

	TRADITIONAL SCHOOLS	YEAR-ROUND SCHOOLS
Scan Sheets Printed by IT	May 16, 2008	June 18, 2008
Begin Delivery of Scan Sheets to Schools	May 23, 2008	June 25, 2008
Completed Scan Sheets Due to IT	June 4, 2008	July 9, 2008
Begin Delivery of Progress Reports to Schools*	June 9, 2008	July 14, 2008
Progress Reporting Period End Date	June 16, 2008	July 21, 2008

*On this date, delivery of progress reports to school sites will begin. The weekly truck delivery schedule varies. Please be sure to check the actual truck delivery date for your specific school site.

Note: Due to end-of-year processing and delivery timelines, traditional and year-round schools are strongly encouraged to arrange to pick up progress reports from IT Operations (Education Center, Room 1110).

Important Information

1. The dates listed for the **printing and distribution of scan sheets** are “default” dates. Schools may request that their scan sheets be printed prior to the scan sheet print date indicated for each reporting period. On the default date, scan sheets will be printed for all schools that have not requested an earlier print date. Schools may not request a print date later than the default date. Requests for early printing/distribution of scan sheets can be made through the *SIS Job Request System*. Schools requiring assistance with these requests may contact the IT Help Desk at (619) 725-7500.
2. Although scan sheets will be distributed to schools approximately two weeks prior to the end of the progress reporting period, **grades should reflect student performance through the end of the reporting period (i.e., Progress Reporting Period End Date).**
3. Completed scan sheets may be hand-delivered to IT Operations (Education Center, Room 1110) or sent via school mail. However, due to the district’s weekly truck delivery schedule, schools with parent-teacher conferences scheduled during the first week of the conference period must arrange to pick up progress reports from IT Operations.
4. Approximately two weeks prior to each scan sheet print date, **an email reminder will be sent to principals and vice principals via the weekly SAA Update.** Schools intending to pick up scan sheets and/or progress reports at the Education Center must complete and fax the form included in the *SAA Update* to IT Operations by the due date listed on the form. This form will list all available dates/times to pick up scan sheets and report cards.

Note: Principals and/or vice principals are strongly encouraged to review the weekly *SAA Updates* and notify staff responsible for the scan sheet/report card process at their site. Please either forward the email to the appropriate staff member or ask them to view the *SAA Updates* posted online at <http://studata.sandi.net/saa/SAAupdate/index.asp> at least two weeks prior to each scan sheet print date.

5. Requests for **early printing and pick up of progress reports** will be accepted by IT Operations if the following conditions are met:
 - a) Scan Sheets must be delivered to and received by IT Operations, Education Center, Room 1110, at least one week prior to the desired pick-up date (e.g., drop-off scan sheets on Monday for pick-up on the following Monday), AND
 - b) The pick-up date and time must be clearly identified on the box of scan sheets. If a pick-up date and time are not indicated, the progress reports will be sent through school mail beginning on the default date for the appropriate reporting period.
6. For the 2007-08 school year, all schools will report Developmental Reading Assessment (DRA)/ Evaluación del desarrollo de la lectura (EDL) scores electronically via the district's web-based data entry system. Directions will be distributed via an Administrative Circular titled *Electronic Reporting of Developmental Reading Assessment (DRA) Levels*.

Questions regarding the scan sheet/progress reporting timelines should be directed to Kristine Beverly at 619-725-7117 or kbeverly@sandi.net. Other questions or concerns regarding scan sheets and progress reports should be directed to the IT Help Desk at (619) 725-7500.

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

APPROVED:



Geno Flores
Deputy Superintendent

Distribution: Lists A and D