

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 24, 2008

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

**Subject:** PUPIL PROGRESS REPORTING PERIODS FOR 2008-09

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

**Due Date:** **April 11, 2008**

**Action Requested:** Complete the attached form and send/fax a 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:** *2008-09 Annual Instructional Minutes Schedule* (Administrative Circular No. 81)  
Administrative Procedures 4022 and 4702

**Attachments:** 1) Parent-Teacher Conference Periods: 2008-09  
2) Request for Parent-Teacher Conference Dates: 2008-09

**Brief Explanation:**

In 2008-09, 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 2008-09 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 the 2008-09 academic year.

**2008-09 PROGRESS REPORTING PERIOD END DATES**

	<b>Reporting Period 1</b>	<b>Reporting Period 2</b>	<b>Reporting Period 3</b>
<b>Traditional</b>	October 31, 2008	February 27, 2009	June 15, 2009
<b>Year-Round</b>	October 31, 2008	March 13, 2009	July 21, 2009

Beginning in the 2008-09 school year, most district elementary schools will have converted to using Standards Based Report Cards (SBRCs) instead of the traditional progress report cards. Schools using SBRCs will print the report cards at the site and will not need to complete/submit scan sheets to the IT Operations Department. However, the *2008-09 Scan Sheet/Progress Report Timeline* administrative circular will be posted in early fall 2008 to accommodate those schools who have not converted to using

the SBRCs. The administrative circular will provide detailed information about the timelines for submitting 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: 2008-09* (Attachment 2) must be submitted to each of the individuals/offices listed on the form **no later than April 11, 2008**. 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 may not be able to 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.**
7. Changes to the original request for minimum day schedule must be submitted to Transportation Services for approval. Please wait for written approval from Transportation Services prior to notifying parents, staff, and students of the schedule change. The Area Superintendent, Pupil Accounting Department, and School Police Services must be notified of the change. Note: Transportation Services may not be able to support changes made at the last minute.
8. 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 *2008-09 Annual Instructional Minutes Schedule* (Administrative Circular No. 81). Be sure to plan ahead as the due date for submitting the *2008-09 Annual Instructional Minutes Schedule* to the Pupil Accounting Department is also **April 11, 2008**.

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.

Note: 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 the Standards, Assessment, and Accountability Division at 619-725-7166.

Karen Bachofer  
Executive Director  
Standards, Assessment, and Accountability Division

APPROVED:



Geno Flores  
Deputy Superintendent

Attachments

Distribution: Lists A and D

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of the Deputy Superintendent

**PARENT-TEACHER CONFERENCE PERIODS: 2008-09  
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 17 – December 12, 2008

Reporting Period 2: March 16 – April 3, 2009

**YEAR-ROUND CALENDAR SCHOOLS**

*Parent-Teacher Conference Periods*

Reporting Period 1: November 17 – December 12, 2008

Reporting Period 2: March 30 – May 15, 2009

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Office of the Deputy Superintendent

**REQUEST FOR PARENT-TEACHER CONFERENCE DATES: 2008-09  
ELEMENTARY SCHOOLS**

Please complete this request form and forward a copy to each of the following individuals/departments **no later than April 11, 2008:**

- Planning Section, **Transportation Services** (Richard Staley, 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 of the parent-teacher conference period 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: 2008-09  
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): \_\_\_\_\_