

Zangle Secondary School Marks, Uploads, and Report Card Dates

The IT department has received many inquiries in regards to semester marks. The dates below are informational only; *no action is needed from your site at this time.*

No Charge for Postage - This school year, as was done in previous years, schools will not be charged for postage to mail secondary report cards.

IT Email Notification - As in previous years, as each semester comes to a close, the site tech (Power User) at your school will receive an e-mail from the IT Department requesting specific information about your mark processing, uploads and report cards. If the site tech (Power User) does not receive an e-mail within two weeks of an end of each semester, they need to contact the IT Help Desk.

Action Required	<i>Traditional Tracks 1st Semester</i>	<i>Year Round Tracks 1st Semester</i>
Complete <i>Upload and Report Card Parameters Input Form</i> and respond to the IT e-mail.	January 18, 2012	February 06, 2012
Run Mark Processing to post your grades to history in Zangle by 3:00 PM	February 01, 2012	February 15, 2012
Send an e-mail to IT by 3:00 PM that your post to history has successfully completed and is correct.	February 01, 2012	February 15, 2012
Mailer report cards will go to the mail room by	February 13, 2012	February 22,2012
Hand out report cards, and site copies will be available for pick up or given to the mail room for truck distribution to sites by	February 14, 2012	February 24,2012
Mailer report cards should go to the post office by	February 15, 2012	February 23,2012
Students should begin to see mailer report cards by	February 16, 2012	February 24,2012

Action Required	<i>Traditional Tracks 2nd Semester</i>	<i>Year Round Tracks 2nd Semester</i>
Complete <i>Upload and Report Card Parameters Input Form</i> and respond to the IT e-mail.	June 02, 2012	July 03, 2012
Run Mark Processing to post your marks to history in Zangle by 3:00 PM	June 15, 2012	July 25, 2012
Send an e-mail to IT by 3:00 PM that your post to history has successfully completed and is correct.	June 15, 2012	July 25, 2012
Mailer report cards will go to the mail room by	June 25, 2012	Aug 02, 2012
Hand out report cards, and site copies will be available for pick up or given to the mail room for truck distribution to sites by	June 26, 2012	Aug 02, 2012
Mailer report cards should go to the post office by	June 27, 2012	Aug 04,2012
Students should begin to see mailer report cards by	June 28, 2012	Aug 05, 2012

If you have questions about Zangle Mark Reporting or report cards, please contact the ITSS Help Desk at their new number, (619) 209-HELP (4357). Thank you.