

Zangle Secondary School Marks, Uploads, and Report Card Dates

12/06/2012 - 15:18

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 last year, 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 IT Support.

Note - Traditional: 1st Semester ends 1/25/13 and 2nd Semester ends 6/11/13

Year Round: 1st Semester ends 2/8/13 and 2nd Semester ends 7/19/13

1st Semester

Action Required	Traditional Tracks 1 st Semester	Year Round Tracks 1 st Semester
Complete <i>Upload and Report Card Parameters Input Form</i> and respond to the IT e-mail.	January 14, 2013	January 28, 2013
Run Mark Processing to post your grades to history in Zangle by 3:00 PM.	January 30, 2013	February 12, 2013
Send an e-mail to IT by 3:00 PM when your post to history has successfully completed and is correct.	January 30, 2013	February 12, 2013
Mailer report cards will go to the mail room by	February 13, 2013	February 19, 2013
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, 2013	February 20, 2013
Mailer report cards should go to the post office by	February 15, 2013	February 20, 2013
Students should begin to see mailer report cards by	February 16, 2013	February 21, 2013

2nd Semester

Action Required	Traditional Tracks 2 nd Semester	Year Round Tracks 2 nd Semester
Complete <i>Upload and Report Card Parameters Input Form</i> and respond to the IT e-mail.	May 28, 2013	July 05, 2013
Run Mark Processing to post your marks to history in Zangle by 3:00 PM.	June 14, 2013	July 23, 2013
Send an e-mail to IT by 3:00 PM when your post to history has successfully completed and is correct.	June 14, 2013	July 23, 2013

Mailer report cards will go to the mail room by	June 25, 2013	July 25, 2013
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, 2013	July 26, 2013
Mailer report cards should go to the post office by	June 27, 2013	July 29, 2013
Students should begin to see mailer report cards by	June 28, 2013	July 30, 2013

If you have questions about Zangle Mark Reporting or report cards, please contact the IT Help Desk at 619-209-HELP. Thank you.