

ADMINISTRATIVE CIRCULAR NO. 15
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: August 30, 2005

To: Elementary School Principals, Division and Department Heads

Subject: SCAN SHEET/PROGRESS REPORT TIMELINE

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

Due Date(s): November 7, 2005; February 3, 2006; June 8, 2006 (Traditional)
November 7, 2005; February 17, 2006; July 11, 2006 (Year Round)

Action Requested: Return progress report scan sheets to Information Technology (IT) Department, Eugene Brucker Education Center, Room 1110, by due dates.

Reference: Administrative Circular No. 109: *Pupil Progress Reporting Periods for 2005-06*

Brief Explanation:

Since the 2000-01 academic year, the district has maintained standard progress reporting periods at the elementary level. The following charts indicate due dates for progress report scan sheets and progress report printing and distribution, for both traditional and year-round schools. Although reporting periods are standardized, schools may continue to schedule parent conference days to meet individual site needs.

Progress Reporting Period 1

	Traditional	Single-Track Year Round
Reporting Period End Date	November 4, 2005	November 4, 2005
Scan Sheets Printed by IT	October 14, 2005	October 14, 2005
Scan Sheets Due to Schools	October 21, 2005	October 21, 2005
Scan Sheets Due Back from Schools	November 7, 2005	November 7, 2005
Progress Reports Due to Schools	November 14, 2005	November 14, 2005
Suggested Conference Start Date*	November 14, 2005	November 14, 2005
Suggested Conference End Date	December 7, 2005	December 7, 2005

* Schools scheduling parent conferences the week of November 14 should arrange to pick up progress reports from the Education Center. Requests for earlier printing/distribution of scan sheets can be made through the SIS Job Request System or by sending a request via e-mail to the IT department, attention Kathy Pons at kpons@sandi.net.

Progress Reporting Period 2

	Traditional	Single-Track Year Round
Reporting Period End Date	February 3, 2006	February 17, 2006
Scan Sheets Printed by IT	January 6, 2006	January 27, 2006
Scan Sheets Due to Schools	January 13, 2006	February 3, 2006
Scan Sheets Due Back from Schools	February 3, 2006	February 17, 2006
Progress Reports Due to Schools	February 10, 2006	February 24, 2006
Suggested Conference Start Date**	February 14, 2006	February 27, 2006
Suggested Conference End Date	February 28, 2006	March 10, 2006

** Schools scheduling parent conferences the week of February 6 (T) or February 21 (YR) should turn in scan sheets by February 1 (T) and February 14 (YR), and arrange to pick up their progress reports from the Education Center. Requests for earlier printing/distribution of scan sheets can be made through the SIS Job Request System or by sending a request via e-mail to the IT department, attention Kathy Pons at kpons@sandi.net.

Progress Reporting Period 3

	Traditional	Single-Track Year Round
Reporting Period End Date	June 20, 2006	July 21, 2006
Scan Sheets Printed by IT	May 19, 2006	June 23, 2006
Scan Sheets Due to Schools	May 26, 2006	June 30, 2006
Scan Sheets Due Back from Schools	June 8, 2006	July 11, 2006
Progress Reports Due to Schools	June 16, 2006	July 18, 2006
Suggested Conference Start Date	N/A	N/A
Suggested Conference End Date	June 20, 2006	July 21, 2006

Additional Information

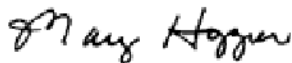
1. The dates listed for printing and distribution of scan sheets are “default” dates. *Schools may request that their scan sheets be printed BEFORE the scan sheet print date indicated for each reporting period.* On the print date, scan sheets will be printed for all schools that have not requested an earlier print date. ***Schools may not request a print date later than the default date.*** Requests for earlier printing/distribution of scan sheets can be made through the SIS Job Request System or by sending a request via e-mail to the IT department, attention Kathy Pons at kpons@sandi.net.
2. Although scan sheets will be distributed to schools approximately two weeks before the end of each progress reporting period, ***grades should reflect student performance through the end of the reporting period.***
3. Completed scan sheets may be hand-delivered to the IT Department or sent via school mail. However, due to the district’s weekly truck delivery schedule, **it is strongly recommended that you pick up your progress reports if you have scheduled teacher/parent conferences during the first week of the teacher/parent conference period.**

4. Schools wishing a progress report delivery date earlier than the “default” date to accommodate parent/guardian conference schedules, must submit completed scan sheets to the IT Department (Ed Center, Room 1110) **at least one week** prior to the desired delivery date.
5. **For the 2005-06 school year, all schools will again report Developmental Reading Assessment/Evaluación del desarrollo de la lectura scores electronically**, via the district’s web-based data entry system. Directions will be sent out via Administrative Circular titled *Electronic Reporting of Developmental Reading Assessment (DRA) Levels*.

Please direct questions to Elizabeth Kramer at 619-725-7148.

Karen Volz Bachofer
Executive Director
Standards, Assessment, and Accountability

APPROVED:



Mary Hopper
Chief Administrative Officer

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Distribution: Lists A and D