

Katy ISD SECONDARY Interim Progress Report (IPR) Grade Reporting Schedule 2020-2021

Day 1		Day 2		
IPR Submission		IPR Generation		
<p>Teacher</p> <ul style="list-style-type: none"> ▪ Submit grades in TAC by 3 PM for grades taken through the last day of "Evaluation Period" (see below) <p>Campus-TAC Coordinators</p> <ul style="list-style-type: none"> ▪ Monitor the Grade Submission Status in eSchoolPLUS throughout the day ▪ Run Missing Submissions, Mark Summary for Blanks & Incompletes for previous grading periods ▪ Notify principal and teachers of courses not submitted <p>Technology</p> <ul style="list-style-type: none"> ▪ Monitor for completion ▪ Generate IPR Data Warehouse <p>Communications</p> <ul style="list-style-type: none"> ▪ Inform parents that IPR grades will be accessible via HAC on Day 2 by 10AM 		<p>Teachers/ Coaches</p> <ul style="list-style-type: none"> ▪ Verify UIL eligibility in eSchoolPLUS Activities ▪ Run UIL Academic Eligibility Cognos Report in eSchoolPLUS <p>Note: Students regain eligibility on the date specified for the UIL 3-week evaluation period</p> <p>Campus-TAC Coordinators</p> <ul style="list-style-type: none"> ▪ Generate Mark Summary Cognos Report for Blanks & Incompletes for the current grading period ▪ Grades are available on IPR Summary <p>Technology</p> <ul style="list-style-type: none"> ▪ IPR PDFs placed on the K: Drive ▪ IPR grades visible in HAC by 10AM 		
<i>UIL 3 Week Evaluation</i>				
Grading Period	Evaluation Period	Day 1 Date	Day 2 Date	Regain Eligibility
1st	N/A	9/8/2020 Tuesday	9/9/2020 Wednesday	N/A
2nd	9/28/2020 – 10/16/2020	10/19/2020 Monday	10/20/2020 Tuesday	10/23/2020 Friday
3rd	11/9/2020 – 12/4/2020	12/7/2020 Monday	12/8/2020 Tuesday	12/11/2020 Friday
4th	1/5/2021 -1/25/2021	1/26/2021 Tuesday	1/27/2021 Wednesday	2/1/2021 Monday
5th	2/22/2021 – 3/12/2021	3/22/2021 Monday	3/23/2021 Tuesday	3/29/2021 Monday
6th	4/12/2021 – 4/30/2021	5/3/2021 Monday	5/4/2021 Tuesday	5/7/2021 Friday

Grading Period	Blackout Dates for Schedule Changes No Entry or Withdrawal from courses during these dates
1 st	Friday 9/4/2020 – Tuesday 9/8/2020
2 nd	Friday 10/16/2020 – Monday 10/19/2020
3 rd	Friday 12/4/2020 – Monday 12/7/2020
4 th	Monday 1/25/2021 – Tuesday 1/26/2021
5 th	Friday 3/12/2021 – Monday 3/22/2021
6 th	Friday 4/30/2021 – Monday 5/3/2021

Katy ISD SECONDARY REPORT CARD Grade Reporting Schedule 2020-2021

Day 1		Day 2	Day 3
Report Card Submission		Modify Grades	Report Cards Generated
<p>Teacher</p> <ul style="list-style-type: none"> ▪ Submit grades in TAC by 3PM (for Grading Periods 1-5)/ submission times for MP6, see below ▪ For GP3 & GP6, enter in final exam grade and verify semester grades <p>Campus-TAC Coordinators</p> <ul style="list-style-type: none"> ▪ Monitor the Grade Submission Status in eSchoolPLUS throughout the day ▪ Run Missing Submissions, Mark Summary for Blanks & Incompletes for previous grading periods ▪ Notify principal and teachers of courses not submitted <p>Technology</p> <ul style="list-style-type: none"> ▪ Monitor for completion ▪ Generate MR Data Warehouse, 1st time ▪ Turn OFF Report Card tab in HAC @ 3PM 		<p>Coaches</p> <ul style="list-style-type: none"> ▪ Run <i>preliminary</i> UIL/Eligibility Cognos Report in eSchoolPLUS which will be <u>unofficial</u>. The report is available in the morning. <p>Teacher</p> <ul style="list-style-type: none"> ▪ Submit grade changes <p>Campus-TAC Coordinators</p> <ul style="list-style-type: none"> ▪ Generate Mark Summary Cognos Report for Blanks & Incompletes for current grading period ▪ Clear Blanks and Incompletes ▪ Run Current Averages vs RC Cognos Report -resolve discrepancies by 3PM <p>Technology</p> <ul style="list-style-type: none"> ▪ Generate MR Data Warehouse, 2nd time <p>Communications</p> <ul style="list-style-type: none"> ▪ Inform parents that report card grades will be accessible via HAC on Day 3 by 10AM 	<p>Teacher/Coaches</p> <ul style="list-style-type: none"> ▪ Run UIL/Eligibility Cognos Report in eSchoolPLUS which will be the <u>official</u> report. The report is available in the morning. <p>Campus-TAC Coordinators</p> <ul style="list-style-type: none"> ▪ Run Honor Roll report <p>Technology</p> <ul style="list-style-type: none"> ▪ Report Card PDF's placed on the K: Drive ▪ Report Card grades viewable in HAC by 10AM <p>▪ <i>Please note, for the 6th six-weeks, Report Cards will be viewable in HAC the day following the last day of school</i></p>
End of 1st six-weeks: 09/24/2020	09/28/2020 by 3 PM Monday	09/29/2020 Tuesday	09/30/2020 Wednesday
End of 2nd six-weeks: 11/05/2020	11/09/2020 by 3 PM Monday	11/10/2020 Tuesday	11/11/2020 Wednesday
End of 3rd six-weeks: 12/18/2020	01/05/2021 by 3 PM Tuesday	01/06/2021 Wednesday	01/07/2021 Thursday
End of 4th six-weeks: 02/19/2021	02/22/2021 by 3 PM Monday	02/23/2021 Tuesday	02/24/2021 Wednesday
End of 5th six-weeks: 04/09/2020	04/12/2021 by 3 PM Monday	04/13/2021 Tuesday	04/14/2021 Wednesday
End of 6th six-weeks (Grade 12): 05/21/2021	05/20/2021 by 2 PM Thursday	05/20/2021 2 – 3 PM Thursday	05/21/2021 @ 8 PM Friday
End of 6th six-weeks (Grades 6-11): 05/27/2021	05/27/2021 by 2 PM Thursday	05/27/2021 2 – 3 PM Thursday	05/28/2021 @ 8 PM Friday