

# CMS Elementary Report Card Schedule for 2019-2020

**First quarter ends**  
**Friday, October 25<sup>th</sup>, 2019**

**Process to be completed**

Wednesday, October 30 <sup>th</sup> , 2019	Teachers complete grade entry, generate and turn in Verification Forms
Friday, November 1 <sup>st</sup> , 2019	Run Readiness Report, store grades & generate report card file for print by 5pm
Tuesday, November 5 <sup>th</sup> , 2019	Report cards ready for pickup at GPC
Wednesday, November 6 <sup>th</sup> , 2019	Send home report cards

**Second quarter ends**  
**Thursday, January 23<sup>rd</sup>, 2020**

**Process to be completed**

Tuesday, January 28 <sup>th</sup> , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, January 30 <sup>th</sup> , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, February 3 <sup>rd</sup> , 2020	Report cards ready for pickup at GPC
Tuesday, February 4 <sup>th</sup> , 2020	Send home report cards

**Third quarter ends**  
**Thursday March 26<sup>th</sup>, 2020**

**Process to be completed**

Tuesday, March 31 <sup>st</sup> , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, April 2 <sup>nd</sup> , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, April 6 <sup>th</sup> , 2020	Report cards ready for pickup at GPC
Tuesday, April 7 <sup>th</sup> , 2020	Send home report cards

**Fourth quarter ends**  
**Tuesday, June 9<sup>th</sup>, 2020**

**Process to be completed**

Wednesday, June 3 <sup>rd</sup> , 2020	Teachers complete grade entry, generate and turn in Verification Forms
Thursday, June 4 <sup>th</sup> , 2020	Run Readiness Report, store grades & generate report card file for print by 5pm
Monday, June 8 <sup>th</sup> , 2020	Report cards ready for pickup at GPC
Tuesday, June 9 <sup>th</sup> , 2020	Send home report cards

# CMS Progress Report Schedule for 2019-2020

First Quarter	September 24-25, 2019
Second Quarter	December 5-6, 2019
Third Quarter	February 25-26, 2020
Fourth Quarter	May 7-8, 2020