



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Dates for Required Reports of Marks in Secondary Schools 2017-2018

**NUMBER:** REF-4236.13

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Division of Instruction

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Academic and Counseling Services

**DATE:** May 3, 2017

**MAJOR CHANGES:** This Reference Guide replaces REF-4236.12, with the same title, dated May 25, 2016. Grade entry dates for the 2017-2018 school year have been updated.

**PURPOSE:** The purpose of this Reference Guide is to ensure consistency within the District for reporting student progress to parents during the 2017-2018 school year and to provide instructions for completing the mark reporting process.

**INSTRUCTIONS:** The following guidelines apply.

## I. DESCRIPTION

### A. Mark Reports

1. Mark reports enable students, parents, and staff to identify subject areas where improvement is needed or where progress and academic achievement have occurred. Teachers have the responsibility to communicate with parents whenever student achievement is not commensurate with the content standards identified for each course. Counselors have the responsibility to communicate with parents concerning students' progress towards graduation (see BUL-2537.7, *Individual Graduation Plan (IGP) for All Secondary Students*, dated August 25, 2016).
2. Marks for all students who have been enrolled in a school for 15 or more days shall be reported to parents during regularly scheduled reporting periods.
3. Midterm and Final Mark Reports include a full complement of academic marks (A, B, C, D, or Fail) and marks of E, S, or U for Work Habits and Cooperation. In addition, all cumulative attendance is reported for each class.

### ROUTING

Local District Superintendents  
Administrators of Instruction  
Counseling Coordinators  
Secondary School Principals  
Assistant Principals in Charge  
of Counseling  
Counselors



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### B. Progress Reports

1. Progress Reports are interim reports which indicate deficiencies in student academic progress or behavior. Only marks of “D” or “F” in academic progress must be posted on the progress report. In addition, a mark of “U” in Work Habits and/or a mark of “U” in Cooperation must be posted on the progress report. Satisfactory progress is indicated by the letter “M”, for meeting course standards or receiving a mark of “C” or better. Satisfactory progress in Work Habits and Cooperation is indicated by the letter “S”. In addition, cumulative attendance is reported. Teachers may enter grades of “C” or better to provide students and families with more complete information.

### C. Options Schools

1. Only options schools only may treat the midterm mark report as another progress report. In other words, “M” may be used to indicate that the student is meeting course standards (earning a “C” or better), or a grade of A, B, C, D or Fail may be entered. Marks of N, I and P may not be used.
2. In addition, for Options schools only, the final mark report may be left blank and comment #21 (indicating that the course is in progress) used if the student will continue to work on the course into the next semester. If the course has been completed, a grade of A, B, C, D or Fail must be entered. Marks of N, I and P may not be used.

### D. Entering Grades in MiSiS

Refer to <http://achieve.lausd.net/Page/6215> for detailed instructions for entering grades in MiSiS.

## II. PROCEDURES

### A. Timeline for reporting marks at secondary schools using MiSiS:

1. First Day: The window opens for entering marks into MiSiS.
2. Last Day: The window closes for entering marks into MiSiS. Teachers or office staff print the “Teacher Verification of Marks-Secondary” Report with signature line. Teachers sign the report indicating marks are true and accurate then submit it to the office for filing.
3. Next Day: The day after the window for entering marks into MiSiS closes; staff prints, sorts, and prepares the report cards for distribution. Staff mails or otherwise distributes progress reports. After midterm



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and final marks are reported, eligibility rosters are printed and made available to those supervising extracurricular or co-curricular activities.

- B. The mark reporting window spans a weekend to allow teachers maximum flexibility in entering marks. It is important that teachers submit grades prior to the closing of the window.
- C. Final exams, if given, are to be scheduled within the last five days of the semester.

### III. REPORTING DATES FOR SINGLE-TRACK SCHOOLS

Parents should be notified as early as possible within each marking period regarding their child’s progress. Early identification of academic difficulties and early intervention are key to academic progress. All single-track calendar secondary schools offering a 20-week semester must issue at least three mark reports each semester. At the discretion of the Local School Leadership Council, an optional progress report may be issued after the first five weeks of the semester. If schools do not choose to issue this progress report, notification of a possible failure must be provided to parents at the earliest possible date and no later than at the end of the first five weeks of the semester.

- A. The dates for the fall semester mark reports are as follows:

Single Track Fall Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Progress Report	8/31/2017	9/8/2017
Midterm Mark Report	10/5/2017	10/13/2017
Progress Report	11/2/2017	11/10/2017
Final Mark Report	12/7/2017	12/15/2017

- B. The dates for the spring semester mark reports are as follows:

Single Track Spring Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Progress Report	2/1/2018	2/9/2018
Midterm Mark Report	3/8/2018	3/16/2018
Progress Report	4/19/2018	4/27/2018
Final Mark Report	5/18/2018	6/7/2018



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## IV. REPORTING DATES FOR SINGLE-TRACK SCHOOLS ON A “FOUR-BY-FOUR” (4 X 4) SCHEDULE

Single-track schools on a “four-by-four” (4 X 4) schedule will have two mark reporting periods for each quarter. Notification of a possible failure must be provided to parents at the earliest possible date and no later than three weeks before the end of the final mark report for the quarter.

A. The dates for the fall semester mark reports are as follows:

Fall Semester First Quarter	MiSiS Mark Reporting Window	
	First Day	Last Day
Midterm Mark Report	8/31/2017	9/8/2017
Final Mark Report	10/5/2017	10/13/2017
Second Quarter		
Midterm Mark Report	11/2/2017	11/10/2017
Final Mark Report	12/7/2017	12/15/2017

B. The dates for the spring semester mark reports are as follows:

Single Track Spring Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Progress Report	2/1/2018	2/9/2018
Midterm Mark Report	3/8/2018	3/16/2018
Second Quarter		
Progress Report	4/19/2018	4/27/2018
Final Mark Report	5/18/2017	6/7/2018

Please share Attachment A, Mark Reporting Dates, with teachers and counselors.

C. For changes to MiSiS grade entry dates, schools must inform the Local District Director, fill out the “MiSiS Grading Period and Grade Entry Window Change Request” (Attachment C) including the required signatures, and fax the form to the MiSiS System Administrator at (213) 241-8454.

## V. EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES ELIGIBILITY DATES

All schools must adhere to the eligibility dates. The dates students may gain or lose eligibility are listed below:



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## A. Single-Track Schools

Fall Semester	Wednesday, 10/18/2017 Wednesday, 12/20/2017
Spring Semester	Wednesday, 3/21/2018 Tuesday, 6/12/2018

Students enrolled in Adult School, ROP, or other programs held outside the regular school day, must receive grades in such courses no later than the first day of a marking period for use in determining eligibility. Grades received in such courses after the first day of a marking period cannot be used during that eligibility period but may be used in determining eligibility for the next marking period.

Detailed information regarding athletic eligibility can be found in BUL-6429.2, *Athletic Rules and Regulations*, dated October 17, 2016.

Please share Attachment B, Eligibility Dates, with the Athletic Directors, coaches, sponsors of extracurricular activities, and counselors.

### RELATED RESOURCES:

- BUL-767.1, *Participation in Extracurricular and Co-Curricular Activities*, dated July 20, 2007
- BUL-1353.1, *Marking Practices and Procedures in Secondary Schools*, dated December 23, 2005
- BUL-2537.7, *Individual Graduation Plan (IGP) for All Secondary Students*, dated August 25, 2016
- BUL-3491.1, *Homework and Makeup Assignments in Grades K-12*, dated May 9, 2012
- BUL-6429.2, *Athletic Rules and Regulations*, dated October 17, 2016

### ASSISTANCE:

For additional information, contact your Local District Counseling Coordinator at the following Local Districts:

- Local District Central (213) 241-0100
- Local District East (323) 224-3100
- Local District Northeast (818) 252-5400
- Local District Northwest (818) 654-3600
- Local District South (310) 354-3400
- Local District West (310) 914-2100

or the Office of College and Career Education at (213) 241-7510.



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ATTACHMENT A

**MARK REPORTING DATES 2017-2018**

**SINGLE TRACK CALENDAR SCHOOLS**

Single Track Fall Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Progress Report	8/31/2017	9/8/2017
Midterm Mark Report	10/5/2017	10/13/2017
Progress Report	11/2/2017	11/10/2017
Final Mark Report	12/7/2017	12/15/2017

Single Track Spring Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Progress Report	2/1/2018	2/9/2018
Midterm Mark Report	3/8/2018	3/16/2018
Progress Report	4/19/2018	4/27/2018
Final Mark Report	5/18/2018	6/7/2018

**SINGLE-TRACK SCHOOLS ON A “FOUR-BY-FOUR” (4 X 4) SCHEDULE**

Fall Semester First Quarter	MiSiS Mark Reporting Window	
	First Day	Last Day
Midterm Mark Report	8/31/2017	9/8/2017
Final Mark Report	10/5/2017	10/13/2017
Second Quarter		
Midterm Mark Report	11/2/2017	11/10/2017
Final Mark Report	12/7/2017	12/15/2017

Single Track Spring Semester	MiSiS Mark Reporting Window	
	First Day	Last Day
Midterm Mark Report	2/1/2018	2/9/2018
Final Mark Report	3/8/2018	3/16/2018
Second Quarter		
Midterm Mark Report	4/19/2018	4/27/2018
Final Mark Report	5/18/2018	6/7/2018

Please share these dates with teachers and counselors.



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## ATTACHMENT B

Please share these eligibility dates with your Athletic Directors, Coaches, Sponsors of extracurricular activities, and Counselors.

### **EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES ELIGIBILITY DATES**

#### A. Single Track Schools

Fall Semester	Wednesday, 10/18/2017 Wednesday, 12/20/2017
Spring Semester	Wednesday, 3/21/2018 Tuesday, 6/12/2018

Students receiving marks of “D” or Fail on the optional or required progress reports should be notified that they are in danger of losing their eligibility for extracurricular activities. Refer to BUL-767.1, *Participation in Extracurricular and Co-Curricular Activities*, dated July 20, 2007 for further information.



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ATTACHMENT C

**MiSiS Grading Period and Grade Entry Window Change Request**

Note: All fields are required. Please print or type all information. Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Location Code(s): \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Principal Name: \_\_\_\_\_ Principal Employee Number: \_\_\_\_\_

Calendar Type (Circle one): TRADITIONAL 4-TRACK OTHER

Please check the reasons for requesting a change to your school's Grade Reporting Dates in MiSiS:

- District-wide Network (WAN) Issue       Local Area Network (LAN) Issue  
 Power Outage       Other (Explain): \_\_\_\_\_

Instructions: Please complete the following table and indicate the requested grading period change and/or the requested grade entry date change. You can submit additional request forms if you need more room. The change to the grade entry dates will only affect users of the Teacher Portal. Grading periods must total 180 days.

NOTE: The dates of one grade entry window cannot overlap with the dates of another grade entry window.

Grading Period Date Change			Grade Entry Date Change		
Start Date	End Date	# Days	Term	Start Date	End Date

Local District Instructional Director Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Principal's LAUSD Email Address: \_\_\_\_\_ @**lausd.net**

\_\_\_\_\_  
Name of UTLA Chairperson

\_\_\_\_\_  
Signature of UTLA Chairperson

Would you like to receive email notification that your request was received?  YES  NO

Please fax the completed form to **MiSiS System Administrator** at (213) 241-8454. No cover sheet is required. Please allow 1-2 business days for your request to be processed.

*OFFICE USE ONLY:* Approved: \_\_\_\_\_ Date: \_\_\_\_\_