

TITLE: Dates for Required Reports of Marks in Secondary Schools 2023-2024

NUMBER: REF- 4236.19

ISSUER: Frances Baez, PhD
Chief Academic Officer
Division of Instruction

Pedro A. Garcia
Senior Executive Director
Division of Instruction

ROUTING

Deputy Superintendent of Instruction
Region Superintendents
Administrators of Instruction
Region Directors
Counseling Coordinators
Secondary School Principals
Assistant Principals Secondary
Counseling Services
Teachers
Support Staff

DATE: June 26, 2023

PURPOSE: The purpose of this reference guide is to ensure consistency within the District for reporting student progress to parents during the 2023-2024 school year and to provide instructions for completing the mark reporting process. A new grading policy is forthcoming. This reference guide serves to provide dates.

MAJOR CHANGES: This reference guide replaces REF-4236.18, with the same title, dated May 13, 2022. Grade entry dates for the 2023-2024 school year have been updated.

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 in a timely manner with parents concerning students' progress towards graduation (see BUL-2537.8, *Individual Graduation Plan (IGP) for All Secondary Students*, dated May 22, 2023).
2. Marks for all students who have been enrolled in a school for 15 or more academic days shall be reported to parents during regularly scheduled reporting periods.
3. Midterm (10-week) and Final Mark Reports (20-week) include a full

range of academic marks (A, B, C, D, or Fail) and Work

Habits/Cooperation marks (E, S, or U). In addition, all cumulative attendance is reported for each class.

B. Progress Reports

1. Progress Reports are interim reports (Week 5 and Week 15) which indicate to students and families specific action steps needed to improve student progress and proficiency in Academics, Work Habits, and Cooperation.

In order to provide students and families with the most complete and timely information needed to improve, marks of “D” or “F” in academic progress must be posted on the progress report at Weeks 5 and 15. In addition, a mark of “U” in Work Habits and/or a mark of “U” in Cooperation must be posted on the progress report at Weeks 5 and 15. Teachers may use the full complement of academic marks (A, B, C, D, or Fail) and marks E, S, or U for Work Habits and Cooperation, as is required on the Marks Reports at Weeks 10 and 20. In addition, cumulative attendance is reported.

In accordance with Equitable Grading and Instruction (EGI) principles, educators will provide students with constructive, actionable feedback about their progress, in conjunction with the implementation of evidence-based, equity-focused grading practices to support all students to achieve grade level proficiency by the final reporting period. Such EGI-aligned practices can include providing students with multiple opportunities to demonstrate proficiency, separating academic grades from non-academic factors, avoiding the use of zeros on missing or incomplete assignments, and determining academic grades using the body of evidence of student learning and professional judgment. These practices ensure that students have the opportunity to recover from early mistakes in the learning process, and that their updated grades reflect the current and final level of proficiency in course standards.

At Weeks 5 and 15, 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.

C. Options Schools

1. Only Options schools 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, and I 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.

E. Schoology Gradebook

Refer to <http://achieve.lausd.net/plsresources> for instructions on how to utilize Schoology gradebook. Grades from Schoology will “passback” into MiSiS through the “MiSiS Grade Passback” application in Schoology.

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 and then submit the report 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 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. Administrators must ensure that all grades are submitted.

III. REPORTING DATES FOR SECONDARY SCHOOLS ON A TRADITIONAL TWO-SEMESTER SCHEDULE

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 secondary schools on a traditional two semester calendar 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. For the dates of fall semester grade reports, see Attachment A, Grade Reporting Dates 2023-24, Secondary Schools on a Traditional Two-Semester Schedule.
- B. For the dates of spring semester grade reports, see Attachment A, Grade Reporting Dates 2023-24, Secondary Schools on a Traditional Two-Semester Schedule.

IV. REPORTING DATES FOR SECONDARY SCHOOLS ON A "FOUR-BY-FOUR" (4 X 4) SCHEDULE

Secondary schools on a "four-by-four" (4 X 4) schedule will have two-mark reporting periods for each quarter (mester). 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 (mester).

- A. For the dates of fall semester grade reports, see Attachment A, Grade Reporting Dates 2023-24, Secondary Schools on a "Four-by-Four" Schedule.
- B. For the dates of spring semester grade reports, see Attachment A, Grade Reporting Dates 2023-24, Secondary Schools on a "Four-by-Four" Schedule

[See Instructional Calendar for the 2023-2024 School Year](#)

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

- C. For changes to MiSiS grade entry dates, schools must inform the Regional Director to 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.

Grade entry or reporting date changes will be updated in the Learning Management System (LMS), Schoology, one business day after MiSiS approves and processes the request.

V. EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES ELIGIBILITY DATES

- A. All schools must adhere to the eligibility dates. For the eligibility dates for 2023-24 school year, see Attachment B, Extra Curricular/Co-Curricular Activities Eligibility Dates.
- B. Students receiving grades of “D” or Fail on the optional or required progress reports should be notified 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.
- C. 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.
- D. Detailed information regarding athletic eligibility can be found in BUL-6429.3, *Athletic Rules and Regulations*, dated July 9, 2018.
- E. 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-2537.8, *Individual Graduation Plan (IGP) for All Secondary Students*, dated May 22, 2023

BUL-3491.1, *Homework and Makeup Assignments in Grades K-12*, dated May 9, 2012

BUL-6429.3, *Athletic Rules and Regulations*, dated July 9, 2018

ASSISTANCE: For additional information, contact your Regional Counseling Coordinator:

Region/Office	Counseling Coordinator	Phone	E-mail
Region East	Dickson Perey Eiman Hernandez	(213) 766-7418 (323) 224-3100	dsp3985@lausd.net exh6016@lausd.net
Region North	Janet Lord Angelica Streif	(818) 252-5400 (818) 654-3600	jlord@lausd.net axs03761@lausd.net
Region South	Barbara Politz	(310) 354-3400	blp2505@lausd.net
Region West	Gina Kim	(310) 914-2100	gxk1383@lausd.net
Division of Instruction School Counseling Services	Michelle Hernandez	(213) 241-6688	mnr29331@lausd.net
Division of Transitional Programs (Options Schools)	Nancy Chavez	(213) 241-2540	nchave2@lausd.net

MARK REPORTING DATES 2023-2024

SECONDARY SCHOOLS ON A TRADITIONAL TWO-SEMESTER SCHEDULE

Fall Semester	Reporting Period Dates		MiSiS Mark Reporting Window	
	Start Date	End Date	First Day	Last Day
Progress Report	08/14/2023	09/15/2023	09/07/2023	09/15/2023
Midterm Report	09/18/2023	10/13/2023	10/05/2023	10/13/2023
Progress Report	10/16/2023	11/09/2023	11/09/2023	11/17/2023
Final Mark Report	11/13/2023	12/15/2023	12/07/2023	12/15/2023

Spring Semester	Reporting Period Dates		MiSiS Mark Reporting Window	
	Start Date	End Date	First Day	Last Day
Progress Report	01/08/2024	02/16/2024	02/08/2024	02/16/2024
Midterm Report	02/20/2024	03/22/2024	03/14/2024	03/22/2024
Progress Report	03/25/2024	05/03/2024	04/25/2024	05/03/2024
Final Mark Report	05/06/2024	06/11/2024	05/13/2024	06/11/2024

SECONDARY SCHOOLS ON A “FOUR-BY-FOUR” (4 x 4) SCHEDULE

Fall Semester	Reporting Period Dates		MiSiS Mark Reporting Window	
	Start Date	End Date	First Day	Last Day
First Mester				
Midterm Report	08/14/2023	09/15/2023	09/07/2023	09/15/2023
Final Mark Report	09/18/2023	10/13/2023	10/05/2023	10/13/2023
Second Mester				
Midterm Report	10/16/2023	11/09/2023	11/09/2023	11/17/2023
Final Mark Report	11/13/2023	12/15/2023	12/07/2023	12/15/2023

Spring Semester	Reporting Period Dates		MiSiS Mark Reporting Window	
	Start Date	End Date	First Day	Last Day
First Mester				
Midterm Report	01/08/2024	02/16/2024	02/08/2024	02/16/2024
Final Mark Report	02/20/2024	03/22/2024	03/14/2024	03/22/2024
Second Mester				
Midterm Report	03/25/2024	05/03/2024	04/25/2024	05/03/2024
Final Mark Report	05/06/2024	06/11/2024	05/13/2024	06/11/2024

- NOTE:** For schools that are on an alternative 4x4 block schedule (that apply for a state physical education waiver and need to have a minimum of 18 weeks in a semester) the first day of instruction for the 2023-2024 school year will be on 08/11/2023. For select pilot schools on an early start calendar, the first day of instruction for the 2023-2024 school year is either 08/07/2023 or 08/08/2023. All schools are required to have 183 days of instruction.

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES ELIGIBILITY DATES

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

Fall Semester	Wednesday, 10/18/2023 Wednesday, 12/20/2023
Spring Semester	Wednesday, 03/27/2024 Monday, 06/17/2024
Grades changed after these dates will not change a student's eligibility. Grades for summer coursework completed prior to the first day of school may be used for Fall eligibility. All other credit recovery and Winter/Spring Plus coursework will only be included if reported before the eligibility deadlines above.	

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.



MiSiS GRADING PERIOD AND GRADE ENTRY WINDOW CHANGE REQUEST

DUE on or before the last day of the grading window.

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

Date: _____ School Name: _____ Location Code(s): _____

Phone Number: _____ Fax Number: _____

Principal Name: _____ Employee Number: _____

Please check the reasons for requesting a change to your school's grade reporting dates in MiSiS:

- Districtwide 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 183 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	End Date	# Days	Term	Start Date	End Date

Name of UTLA Chairperson	Signature of UTLA Chairperson
Name of Principal	Signature of Principal
Principal's LAUSD Email Address	
Regional Director	Signature of Regional Director
<p>Please fax the completed form to MiSiS System Administrator at (213) 241-8454. <i>DUE on or before the last day of the grading window.</i> No cover sheet is required. Please allow 1-2 business days for your request to be processed. <i>Would you like to receive email notification that your request was received?</i> __YES __NO</p> <p>OFFICE USE ONLY: Approved: _____ Date: _____</p>	