

Office of the Chief Technology Officer
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland

June 15, 2009

MEMORANDUM

To: Selected Elementary School Principals
 From: Sherwin A. Collette, Chief Technology Officer
 Subject: 2009–2010 School-Year Marking Period Dates and Report Card Schedule

The following calendar is based on the school calendar adopted by the Board of Education. Both semesters are included, for a total of 184 instructional days.

Marking Period	Marking Period Ends	Number of Days	Report Card Distribution
First	October 30, 2009	42	November 11, 2009
Second	January 22, 2010	49	February 3, 2010
Third	March 26, 2010	43	April 14, 2010
Fourth	June 16, 2010	50	June 23, 2010

Please refer to the back of this page for the 2009–2010 Report Card Production Schedule for elementary schools using the Online Achievement and Reporting System (OARS). If you have any questions, please contact Ms. Rhonda James at 301-279-3703.

SAC:csa

Copy to:
 Executive Staff

Approved by: 
 Larry A. Bowers, Chief Operating Officer

**ONLINE ACHIEVEMENT AND REPORTING SYSTEM ELEMENTARY SCHOOL
REPORT CARD PRODUCTION SCHEDULE
2009–2010**

Marking Period	LAST UPDATE to student schedules due by 4:00 p.m. (Deadline for online updates to OASIS in preparation for last download to grade book)	End of Marking Period	E-mail notification of grade submission completion to esoars@mcpsmd.org (see specific times below) Staff in the Office of the Chief Technology Officer is available to support schools with the grade submission process in the event there are any concerns about meeting the submission timelines. Contact: Ms. Rhonda James at 301-279-3703.	Schools Receive Report Cards in the Pony (NOTE: This does not apply to the fourth marking period).	Report Cards Distributed
First (42 Days)	10/30/09 Friday	10/30/09 Friday	11/03/08 Tuesday Due by 2:00 p.m.	11/09/09 Monday	11/11/09 Wednesday
Second (49 Days)	01/22/10 Friday	01/22/10 Friday	01/26/10 Tuesday Due by 2:00 p.m.	02/01/10 Monday	02/03/10 Wednesday
Third (43 Days)	03/26/10 Friday	03/26/10 Friday	04/07/10 Wednesday Due by 2:00 p.m.	04/12/10 Monday	04/14/10 Wednesday
Fourth (50 Days)	06/16/10 Wednesday	06/16/10 Wednesday	06/18/10 Friday Due by 12:00 p.m.	*06/22/10 Tuesday	**06/23/10 Wednesday

*Schools pulling selected report card mailers may do so on Tuesday, June 22, 2010, from 7:00 a.m.–12 noon, in the CESC Auditorium. The report card copies for schools pulling report cards also can be picked up at this time.

**Elementary Report Cards will be mailed on or before Wednesday, June 23, 2010.