

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

June 15, 2009

MEMORANDUM

To: Secondary 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. 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

**SECONDARY SCHOOL  
REPORT CARD PRODUCTION SCHEDULE  
2009–2010**

<b>Marking Period</b>	<b>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)</b>	<b>End of Marking Period</b>	<b>E-mail notification of grade submission completion to egradebook@mcpsmd.org (see specific times below)</b>  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.	<b>Schools Receive Report Cards by Special Delivery</b>	<b>Report Cards Distributed</b>
First (42 Days)	10/30/09 Friday	10/30/09 Friday	11/03/09 Tuesday <b>Due by 2:00 p.m.</b>	11/10/09 Tuesday	11/11/09 Wednesday
Second (49 Days)	01/22/10 Friday	01/22/10 Friday	01/26/10 Tuesday <b>Due by 2:00 p.m.</b>	02/02/10 Tuesday	02/03/10 Wednesday
Third (43 Days)	03/26/10 Friday	03/26/10 Friday	04/07/10 Wednesday <b>Due by 2:00 p.m.</b>	04/13/10 Tuesday	04/14/10 Wednesday
Fourth (50 Days)	06/16/10 Wednesday	06/16/10 Wednesday	06/18/10 Friday <b>Due by 12:00 p.m.</b>	*06/23/10 Wednesday	**06/23/10 Wednesday

\*Schools pulling selected report card mailers may do so on Wednesday, June 23, 2010, from 7:00 a.m.–12 noon in the CESC Auditorium.

\*\*Secondary report cards will be mailed on Wednesday, June 23, 2010, from the Data Control Center at CESC.