

## AUDUBON MIDDLE SCHOOL AND GIFTED MAGNET CENTER

April 27, 2009

**TO:** FACULTY  
**FROM:** B. Ledbetter, Assistant Principal Student Counseling Services  
**SUBJECT:** MARK REPORTING DATES FOR **SPRING SEMESTER** 2008-2009

Teachers are required to submit grades electronically (via LAUSDMAX) and print the "Teacher Verification of Marks Report" during the period that the Mark Reporting window is open. Below is the timeline for each Mark Reporting period.

1<sup>st</sup> Mark/5-Week Progress Report  
Window Opens: Tues. 3/05/09  
Window Closes: Tues. 3/12/09

Submit signed and dated "Teacher Verification of Marks" to Ms. Winston in the SIS Office by 3:00 PM on 3/12/2009.

2<sup>nd</sup> Mark/Mid-Term Report  
Opens: Thurs. 04/02/09  
Window Closes: Thurs.04/16/09

Submit signed and dated "Teacher Verification of Window Marks" to Ms. Winston in the SIS Office by 3:00 PM on 04/16/2009.

3<sup>rd</sup> Mark/15-Week Progress Report  
Window Opens: Thurs. 05/14/09  
Window Closes: Thurs. 05/21/09

Submit signed and dated "Teacher Verification of Marks" to Ms. Winston in the SIS Office by 3:00 PM on 05/21/2009.

\*\* 18-Week Progress Report \*\*  
Window Opens: Mon. 06/01/09  
Window Closes: Fri. 06/19/09

Report card to notify parents of 8<sup>th</sup> graders **in danger of failing** on the final mark report of 2008-2009.

4<sup>th</sup> Mark/Final Report Card  
Window Opens: Thurs. 06/04/09  
Window Closes: Tues. 06/19/09

Submit signed and dated "Teacher Verification of Marks" to Ms. Winston in the SIS Office by 3:00 PM on 06/19/2009.

Any student who receives a "Fail" as a final grade must have received a "Failure Notice" by the 18<sup>th</sup> week of the semester if student did not receive a "Fail" on the 15-Week Report Card.