



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**MEMORANDUM**

**TITLE:** Dates for Required Progress Reports in  
Elementary Schools 2018-2019

**NUMBER:** MEM-5127.8

**ISSUER:** Frances Gipson, Ph.D.  
Chief Academic Officer

Jesus Angulo, Director  
Academic and Counseling Services

**DATE:** June 1, 2018

**PURPOSE:** The purpose of this Memorandum is to ensure consistency within the District for reporting student progress to parents during the 2018-2019 school year and to provide schedules for schools to follow for the online mark reporting process.

**MAJOR CHANGES:** This memorandum replaces MEM-5127.7, *Dates for Required Progress Reports in Elementary Schools 2016-2017*, dated May 2, 2017. Final Mark Reporting dates have been updated to reflect the 2018-2019 school year calendar approved by the Board of Education.

**GUIDELINES:** The following guidelines apply.

**I. REPORTING PERIODS AND MiSiS ACCESS DATES**

A progress report is provided to parents of all students enrolled at an LAUSD school for fifteen (15) or more academic days within any specific reporting period. Schools are to follow district reporting period schedules to ensure consistency for reporting student progress to parents during the 2018-2019 school year.

All schools will issue progress reports to parents three (3) times during the school year. Reporting period schedules and My Integrated Student Information System (MiSiS) access dates for the 2018-2019 school year for the Single-Track instructional calendars, as well as suggested parent conference dates, are included in this Memorandum (Attachment A). Please see MEM-5787.6, *Back-to-School and Open House Activities for 2018-2019*, dated April 23, 2018 for detailed information regarding parent conferences.

**ROUTING**

All Offices  
Local District Superintendents  
Elementary Directors of Instruction  
Support Unit Administrators  
School Site Administrators  
All Elementary Teachers



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**II. REQUEST FOR MODIFICATION OF REPORTING DATES**

Schools may request a modification of the reporting period schedules. The requested modification may not vary more than five days either before or after the specified reporting dates for the school's calendar.

Schools varying from the specified reporting period dates must recalculate the appropriate number of instructional days for each reporting period to ensure a total of 180 days.

For changes to MiSiS grade entry or reporting period dates, schools must inform the Local District Director, fill out the "MiSiS Grading Period and Grade Entry Window Change Request" (Attachment B) including the required signatures, and fax the form to the MiSiS System Administrator at (213) 241-8454. Grading period change requests are due Friday, October 31, 2018. If a school's application is not received by the due date, no calendar changes will be made.

**AUTHORITY:** This is a policy of Los Angeles Unified School District

**RELATED RESOURCES:** MEM-5787.6, *Back-to-School and Open House Activities for 2017-2018*, dated May 2, 2018.

Attachment A: Reporting Period and MiSiS Grade Entry Window Dates 2017-2018 School Year.

Attachment B: MiSiS Grading Period and Grade Entry Window Change Request

**ASSISTANCE:** For assistance or further information, please contact your Local District Director, Carlen Powell, Administrator, Elementary Instruction at [carlen.powell@lausd.net](mailto:carlen.powell@lausd.net), or Jesus Angulo, Director, Academic and Counseling Services, at [jangulo@lausd.net](mailto:jangulo@lausd.net). For MiSiS assistance, call the MiSiS Help Desk at (213) 241-5200 (Option 5, then Option 2).



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Attachment A

**REPORTING PERIOD and**  
**MiSiS GRADE ENTRY WINDOW DATES 2018-2019**  
**SCHOOL YEAR**

**ELEMENTARY CALENDAR**

	Reporting Period Dates			MiSiS Grade Entry Window		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 <sup>st</sup> Reporting Period	08/14/2018	11/02/2018	55	10/18/2018	11/09/2018	November 5-9, 2018
2 <sup>nd</sup> Reporting Period	11/05/2018	02/22/2019	57	02/07/2019	03/01/2019	February 25 – March 1, 2019
3 <sup>rd</sup> Reporting Period	02/25/2019	06/07/2019	68	05/16/2019	06/07/2019	June 3-7, 2019 (Optional)

***Total days 180***



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Attachment B

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

*Note: All fields are required.*

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Phone Number (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Fax Number (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Principal Name: \_\_\_\_\_

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

Calendar Type (Circle one):

TRADITIONAL

OTHER

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

District-wide Network (WAN) Issues

Local Area Network (LAN) Issue

Power Outage

Other (Explain): \_\_\_\_\_

Instructions: Please complete the following table and indicate the requested grade 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.

Grade Period Date Change			Grade Period Date Change		
Start Date	End Date	# Days	Start Date	End Date	# Days

*Dates of one grade entry window cannot overlap with the dates of another grade entry window.*

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

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

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Signature of Principal

Principal's LAUSD Email Address: \_\_\_\_\_

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

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: \_\_\_\_\_