

School Site  
District  
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Pacing and Instruction Person/Department Responsible: <b>Teacher</b>		<input type="checkbox"/>
Assessment and Grading Person/Department Responsible: <b>Teacher</b>		<input type="checkbox"/>
Turning in Data to Data Entry Person (DEP) Person/Department Responsible: <b>Teacher</b>	Due By: Thursday, May 17	<input type="checkbox"/>
Measures Data Entry Person/Department Responsible: <b>DEP</b> Student data is entered manually or Scantrons scanned into Measures	Due By: Monday, May 21	<input type="checkbox"/>
Measures Data Roll-Over and Posting Person/Department Responsible: <b>Assessment and Accountability</b> Measures posts student data to Performance Analysis and Multiple Measures	Due By: Wednesday, May 23	<input type="checkbox"/>
Measures Data Reports and Data Analysis Person/Department Responsible: <b>Teacher/Coach</b>	Due: Thurs. May 24—Wed. May 30	<input type="checkbox"/>
Report Card Grades Person/Department Responsible: <b>Teacher</b>	Due: Thurs. May 24—Wed. May 30	<input type="checkbox"/>
Report Card Review Person/Department Responsible: <b>Principal</b>	Due: Thurs. May 24—Wed. May 30	<input type="checkbox"/>
Report Cards Go Home	Due By: Thurs., May 31	<input type="checkbox"/>

*All additions/modifications to the report card must be completed by June 15. No changes will be able to be made after this date.*