

Sample Data Calendar

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>July 2-12</i>	Download last year's state assessment results data	Assessment Coordinator	State Assessment Web Site	
<i>July 20</i>	Meet with data-entry staff for procedural suggestions	Data Coordinator		
<i>July 23</i>	Print end-of-year attendance, discipline, GPA reports sorted by grade level and building	Data Coordinator	Student Information System (SIS)	Administrative Team
<i>July 25</i>	Meet with Curriculum Coordinator, Special Ed Coordinator, and principals to determine reporting changes	Data Coordinator		
<i>July 30</i>	Deadline for sending state assessment data, as well as end-of-year grades and enrollment data, for data warehouse	Data Coordinator	SIS Specialist Assessment Coordinator	Data Warehouse vendor
<i>August 5</i>	Load state assessment scores into SIS	SIS Specialist	Assessment Coordinator	
<i>August 6</i>	Train new office staff on data-entry procedures	Data Coordinator		
<i>August 7-8</i>	Train new teachers on SIS	SIS Specialist		
<i>August 10</i>	Load data into data warehouse	Data Warehouse Vendor		
<i>August 10-25</i>	Enter additional new students for coming year into SIS	Building Secretaries	Registration Forms (from building offices)	
<i>August 15</i>	Run state-assessment reports by building and grade level	Data Coordinator	Data Warehouse	Administrative Team
<i>August 15</i>	Run homeroom and classroom rosters	SIS Specialist	SIS	Teachers
<i>August 20</i>	Roster corrections submitted	Data Coordinator	Principals	
<i>August 21-23</i>	Train new teachers on data warehouse	Data Coordinator		
<i>August 23</i>	Roster corrections entered into SIS	Building Secretaries	Principals	
<i>August 25</i>	Run state-assessment reports by rosters	Data Coordinator	Data Warehouse	Teachers

Sample Data Calendar 1 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>August 26</i>	School starts			
<i>August 26-September 15</i>	Drop/Add period			
<i>August 30-September 18</i>	Enter secondary schedule changes, additional new students, and withdrawals into SIS	Building Secretaries	Drop/Add Forms (from guidance offices) Registration/ Withdrawal Forms (from building offices)	
<i>September 20-25</i>	Print changed rosters	SIS Specialist	SIS	Principals
<i>October 26</i>	End of Marking Period 1			
<i>October 30-November 1</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>November 2</i>	Run report cards	SIS Specialist		
<i>November 5</i>	Send report cards home	Building Secretaries		Parents
<i>January 26</i>	End of Marking Period 2			
<i>January 30-February 1</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>February 2</i>	Run report cards	SIS Specialist		
<i>February 5</i>	Send report cards home	Building Secretaries		Parents
<i>February 5-9</i>	Print discipline reports sorted by name staff involved	Data Coordinator	SIS	Teachers, Principals
<i>February 12-23</i>	Corrections to discipline report submitted	Teachers, Principals	Paper Reports	Data Coordinator
<i>February 26-March 2</i>	Enter corrections to discipline report into SIS	Building Secretaries	Correction Sheets	
<i>March 5</i>	Print 1st semester attendance and discipline reports sorted by building and grade level	Data Coordinator	SIS	Administrative Team
<i>March 19-21</i>	Print student bar codes by roster	Data Coordinator		
<i>March 22-23</i>	Distribute bar codes to buildings	Data Coordinator		
<i>March 26-30</i>	Put bar codes on state assessment forms	Building Secretaries		
<i>March 29</i>	End of Marking Period 3			

Sample Data Calendar 1 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>April 2-4</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>April 2-5</i>	Distribute labeled state assessment forms to assessment Monitors	Assessment Coordinator		
<i>April 5</i>	Run report cards	SIS Specialist		
<i>April 9</i>	Send report cards home	Building Secretaries		Parents
<i>April 9-13</i>	State assessment given to students	Monitors		
<i>April 18</i>	Send in test answer sheets to State Department of Education	Assessment Coordinator		
<i>June 1-6</i>	Final exams given			
<i>June 8</i>	School ends			
<i>June 11-15</i>	Report final grades	Teachers	Grade Books	Building Secretaries
<i>June 13-20</i>	Enter final grades into SIS	Building Secretaries		
<i>June 19-22</i>	Print final report cards	SIS Specialist		
<i>June 21-26</i>	Send home report cards	Building Secretaries		
<i>June 25-27</i>	Roll over student enrollment, registration, and scheduling data to next year	SIS Specialist	SIS	N/A
<i>June 25-July 13</i>	Enroll new students and enter into SIS	Building Secretaries	Parents	

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Deadline	Item	Responsible Staff	Data Source	Data Reported To
End of Year				
<i>June 25-27</i>	Roll over student enrollment, registration, and scheduling data to next year	SIS Specialist	Student Information System (SIS)	N/A
<i>July 23</i>	Print end-of-year attendance, discipline, GPA reports sorted by grade level and building	Data Coordinator	SIS	Administrative Team
New Year				
<i>June 25-July 13</i>	Enroll new students and enter into SIS	Building Secretaries	Parents	
<i>August 10-25</i>	Enter additional new students for coming year into SIS	Building Secretaries	Registration Forms (building offices)	
<i>August 15</i>	Run homeroom and classroom rosters	SIS Specialist	SIS	Teachers
<i>August 20</i>	Roster corrections submitted	Data Coordinator	Principals	
<i>August 23</i>	Roster corrections entered into SIS	Building Secretaries	Principals	
<i>August 26</i>	School Starts			
<i>August 26-September 15</i>	Drop/Add period			
<i>August 30-September 18</i>	Enter secondary schedule changes, additional new students, and withdrawals into SIS	Building Secretaries	Drop/Add Forms (from guidance offices). Registration/ Withdrawal Forms (from building offices)	
<i>September 20-25</i>	Print changed rosters	SIS Specialist	SIS	Principals
State Assessment				
<i>July 2-12</i>	Download last year's state assessment results data	Assessment Coordinator	State Assessment Web Site	
<i>July 30</i>	Deadline for sending state assessment data, as well as end-of-year grades and enrollment data, to data warehouse	Data Coordinator	SIS Specialist Assessment Coordinator	Data Warehouse Vendor
<i>August 5</i>	Load state assessment scores into SIS	SIS Specialist	Assessment Coordinator	

Sample Data Calendar 2 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>August 10</i>	Load data into data warehouse	Data Warehouse Vendor		
<i>August 15</i>	Run state-assessment reports by building and grade level	Data Coordinator	Data Warehouse	Administrative Team
<i>August 25</i>	Run state-assessment reports by rosters	Data Coordinator	Data Warehouse	Teachers
<i>March 19-21</i>	Print student bar codes by roster	Data Coordinator		
<i>March 22-23</i>	Distribute bar codes to buildings	Data Coordinator		
<i>March 26-30</i>	Put bar codes on state assessment forms	Building Secretaries		
<i>April 9-13</i>	State assessment given to students	Monitors		
<i>April 18</i>	Send in test answer sheets to State Department of Education	Assessment Coordinator		
Communication and Training				
<i>July 20</i>	Meet with data-entry staff for procedural suggestions	Data Coordinator		
<i>July 25</i>	Meet with Curriculum Coordinator, Special Ed Coordinator, and principals to determine reporting changes	Data Coordinator		
<i>August 6</i>	Train new office staff on data-entry procedures	Data Coordinator		
<i>August 7-8</i>	Train new teachers on SIS	SIS Specialist		
<i>August 21-23</i>	Train new teachers on data warehouse	Data Coordinator		
First Semester Report Cards				
<i>October 26</i>	End of Marking Period 1			
<i>October 30-November 1</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>November 2</i>	Run report cards	SIS Specialist		
<i>November 5</i>	Send report cards home	Building Secretaries		Parents
<i>January 26</i>	End of Marking Period 2			
<i>January 30-February 1</i>	Enter marking-period grades into SIS	Building Secretaries		

Sample Data Calendar 2 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>February 2</i>	Run report cards	SIS Specialist		
<i>February 5</i>	Send report cards home	Building Secretaries		Parents
Discipline and Attendance Reports				
<i>February 5-9</i>	Print discipline reports sorted by staff involvement	Data Coordinator	SIS	Teachers, Principals
<i>February 12-23</i>	Corrections to discipline report submitted	Teachers, Principals	Paper reports	Data Coordinator
<i>February 26-March 2</i>	Enter corrections to discipline report into SIS	Building Secretaries	Correction sheets	
<i>March 5</i>	Print 1st semester attendance and discipline reports sorted by building and grade level	Data Coordinator	SIS	Administrative Team
Second Semester Report Cards				
<i>March 29</i>	End of Marking Period 3			
<i>April 2-4</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>April 2-5</i>	Distribute labeled state assessment forms to assessment Monitors	Assessment Coordinator		
<i>April 5</i>	Run report cards	SIS Specialist		
<i>April 9</i>	Send report cards home	Building Secretaries		Parents
<i>June 1-6</i>	Final exams given			
<i>June 8</i>	School ends			
<i>June 11-15</i>	Report final grades	Teachers	Gradebooks	Building Secretaries
<i>June 13-20</i>	Enter final grades into SIS	Building Secretaries		
<i>June 19-22</i>	Print final report cards	SIS Specialist		
<i>June 21-26</i>	Send home report cards	Building Secretaries		

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<i>July 20</i>	Meet with data-entry staff for procedural suggestions	Data Coordinator		
<i>July 23</i>	Print end-of-year attendance, discipline, GPA reports sorted by grade level and building	Data Coordinator	Student Information System (SIS)	Administrative Team
<i>July 25</i>	Meet with Curriculum Coordinator, Special Ed Coordinator, and principals to determine reporting changes	Data Coordinator		
<i>July 30</i>	Deadline for sending state assessment data, as well as end-of-year grades and enrollment data, for data warehouse	Data Coordinator	SIS Specialist Assessment Coordinator	Data Warehouse Vendor
<i>August 5</i>	Load state assessment scores into SIS	SIS Specialist	Assessment Coordinator	
<i>August 6</i>	Train new office staff on data-entry procedures	Data Coordinator		
<i>August 7-8</i>	Train new teachers on SIS	SIS Specialist		
<i>August 10</i>	Load data into data warehouse	Data Warehouse Vendor		
<i>August 10-25</i>	Enter additional new students for coming year into SIS	Building Secretaries	Registration Forms (from building offices)	
<i>August 15</i>	Run state-assessment reports by building and grade level	Data Coordinator	Data Warehouse	Administrative Team
<i>August 15</i>	Run homeroom and classroom rosters	SIS Specialist	SIS	Teachers
<i>August 20</i>	Roster corrections submitted	Data Coordinator	Principals	
<i>August 21-23</i>	Train new teachers on data warehouse	Data Coordinator		
<i>August 23</i>	Roster corrections entered into SIS	Building Secretaries	Principals	
<i>August 25</i>	Run state-assessment reports by rosters	Data Coordinator	Data Warehouse	Teachers

Sample Data Calendar 3 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>August 26</i>	School Starts			
<i>August 26 September 15</i>	Drop/Add period			
<i>August 30- September 18</i>	Enter secondary schedule changes, additional new students, and withdrawals into SIS	Building Secretaries	Drop/Add Forms (from guidance offices). Registration/ Withdrawal Forms (from building offices)	
<i>September 20-25</i>	Print changed rosters	SIS Specialist	SIS	Principals
<i>October 26</i>	End of Marking Period 1			
<i>October 30- November 1</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>November 2</i>	Run report cards	SIS Specialist		
<i>November 5</i>	Send report cards home	Building Secretaries		Parents
<i>January 26</i>	End of Marking Period 2			
<i>January 30- February 1</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>February 2</i>	Run report cards	SIS Specialist		
<i>February 5</i>	Send report cards home	Building Secretaries		Parents
<i>February 5-9</i>	Print discipline reports sorted by staff involvement	Data Coordinator	SIS	Teachers, Principals
<i>February 12-23</i>	Corrections to discipline report submitted	Teachers, Principals	Paper reports	Data Coordinator
<i>February 26- March 2</i>	Enter corrections to discipline report into SIS	Building Secretaries	Correction Sheets	
<i>March 5</i>	Print 1st semester attendance and discipline reports sorted by building and grade level	Data Coordinator	SIS	Administrative Team
<i>March 19-21</i>	Print student bar codes by roster	Data Coordinator		
<i>March 22-23</i>	Distribute bar codes to buildings	Data Coordinator		
<i>March 26-30</i>	Put bar codes on state assessment forms	Building Secretaries		

Sample Data Calendar 3 (continued)

Deadline	Item	Responsible Staff	Data Source	Data Reported To
<i>March 29</i>	End of Marking Period 3			
<i>April 2-4</i>	Enter marking-period grades into SIS	Building Secretaries		
<i>April 2-5</i>	Distribute labeled state assessment forms to assessment Monitors	Assessment Coordinator		
<i>April 5</i>	Run report cards	SIS Specialist		
<i>April 9</i>	Send report cards home	Building Secretaries		Parents
<i>April 9-13</i>	State assessment given to students	Monitors		
<i>April 18</i>	Send in test answer sheets to State Department of Education	Assessment Coordinator		
<i>June 1 6</i>	Final exams given			
<i>June 8</i>	School ends			
<i>June 11-15</i>	Report final grades	Teachers	Gradebooks	Building Secretaries
<i>June 13-20</i>	Enter final grades into SIS	Building Secretaries		
<i>June 19-22</i>	Print final report cards	SIS Specialist		
<i>June 21-26</i>	Send home report cards	Building Secretaries		
<i>June 25-27</i>	Roll over student enrollment, registration, and scheduling data to next year	SIS Specialist	SIS	N/A
<i>June 25-July 13</i>	Enroll new students and enter into SIS	Building Secretaries	Parents	