Richmond County School System
2019-2020 Recommended Timeline for Posting Grades in Infinite Campus

Please note that each posting window provides several days prior to distribution of the progress report/report card and a small number of days following that distribution for revisions and/or corrections. Each principal (or designee) is encouraged to establish a school level timeline for posting grades, verification of grades, and printing of reports to meet the established distribution dates.

Progress Reports

Quarter 1
08/26/2019 - Post Grades
08/29/2019 - Grade Verification Report
09/03/2019 - Principal Sign Off
09/04/2019 - Print Progress Reports
09/05/2019 – Progress Reports & Census Verification Go Home
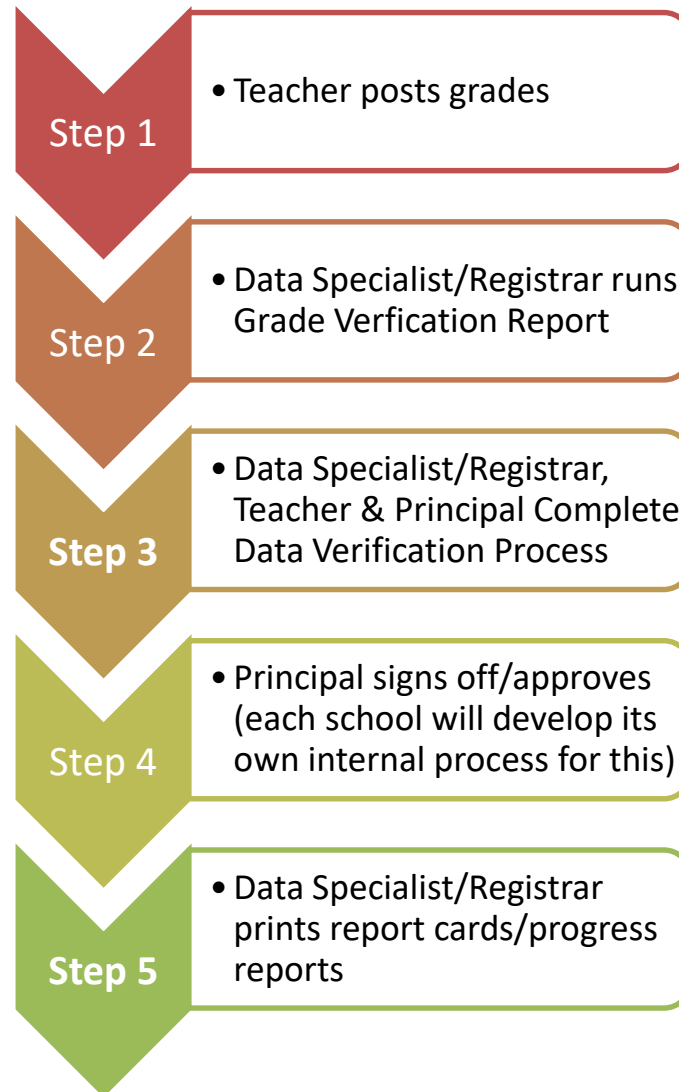**09/12/2019 - Grading Window Closed**

Quarter 2
11/04/2019 - Post Grades
11/07/2019 - Grade Verification Report
11/12/2018 - Principal Sign Off
11/13/2019 - Print Progress Reports
11/14/2019 – Progress Reports Go Home
11/21/2019 - Grading Window Closed

Quarter 3
01/27/2020 - Post Grades
01/30/2020 - Grade Verification Report
02/04/2020 - Principal Sign Off
02/05/2020 - Print Progress Reports
02/06/2020 – Progress Reports Go Home
02/13/2020 - Grading Window Closed

Quarter 4
04/14/2020 - Post Grades
04/16/2020 - Grade Verification Report
04/21/2020 - Principal Sign Off
04/22/2020 - Print Progress Reports
04/23/2020 – Progress Reports Go Home
04/30/2020 - Grading Window Closed

Step 1
- Teacher posts grades

Step 2
- Data Specialist/Registrar runs Grade Verfication Report

Step 3
- Data Specialist/Registrar, Teacher & Principal Complete Data Verification Process

Step 4
- Principal signs off/approves (each school will develop its own internal process for this)

Step 5
- Data Specialist/Registrar prints report cards/progress reports

Report Cards

Quarter 1
10/07/2019 - Post Grades
10/10/2019 - Grade & iReady Scores Verification
10/15/2019 - Principal Sign Off
10/16/2019 - Print Report Cards with iReady Scores
10/17/2019 – Report Cards
10/24/2019 - Grading Window Closed

Quarter 2
12/20/2019 - Post Grades
01/06/2020 - Grade Verification Report
01/07/2020 - Principal Sign Off
01/08/2020 - Print Report Cards
01/09/2020 – Report Cards Go Home
01/16/2020 - Grading Window Closed

Quarter 3
03/09/2020 - Post Grades
03/12/2020 - Grade & iReady Scores Verification
03/16/2020 - Principal Sign Off
03/18/2020 - Print Report Cards with iReady Scores
03/19/2020 – Report Cards Go Home
03/26/2020 - Grading Window Closed

Quarter 4
05/18/2020 - Post Grades
05/20/2020- Grade & iReady Scores Verification
05/24/2020 - Principal Sign Off
05/26/2020 - Print Report Cards with iReady Scores
05/28/2020 - Reports Go Home
06/04/2020 - Grading Window Closed