



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Dates For Required Progress Reports in Elementary Schools

NUMBER: MEM-3674.3

ISSUER: Alma Peña-Sanchez, Assistant Superintendent
Instructional Services

DATE: June 1, 2007

PURPOSE: To ensure consistency within the District for reporting student progress to parents during the 2007-2008 school year, schools are to follow the schedules provided in this memorandum.

ROUTING

Local District Superintendents
Local District Directors of
School Services
Principals
Chapter Chairs
School Administrative
Assistants

For further information, please call your Local District Director, School Services.

I. INTRODUCTION

A progress report shall be provided to parents of all students enrolled at a school for fifteen (15) or more days within any specific reporting period. To ensure consistency within the District for reporting student progress to parents during the 2007-2008 school year, schools are to follow the schedules provided in this memorandum.

II. REPORTING PERIODS AND ONLINE PROGRESS REPORT ACCESS DATES

All schools will issue progress reports to parents three (3) times during the school year. Reporting Period and Online Progress Report (OPR) Access Dates for the 2007-2008 School Year for the various instructional calendars is included in this memorandum.

III. PARENT CONFERENCES

Parent conferences are conducted on a continuing basis at each school site. Specific dates for conferences are set by each school to meet local needs.

At schools identified as Predominantly Hispanic, Black, Asian, and Other Non-Anglo (PHBAO), two parent conferences are required each school year. The required conferences should be scheduled to comply with the following:

- A. The first Parent Conference should be scheduled during the first reporting period and may coincide with required Progress Report dates.
- B. The second Parent Conference should be scheduled during the second or third reporting period and may coincide with required Progress Report dates.



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- C. For additional PHBAO school information refer to Office of Student Integration Services, Reference Guide No. 1028.2 (Rev.), *Parent Conferences in PHBAO Schools*, dated July 1, 2006.

IV. STANDARDS-BASED PROMOTION NOTIFICATION TO PARENTS

School responsibilities related to the implementation time line for Standards-Based Promotion are listed on Attachment B: LAUSD Standards-Based Promotion, *Time/Task Calendar For Promotion Policy Implementation*. For additional information on LAUSD Standards-Based Promotion Policy refer to Bulletin 601, Standards-Based Promotion (SBP) Policy, Parent Notification and Appeal Process for Elementary Schools, issued December 17, 2003 by the Beyond the Bell Branch.

Teachers must enter warning dates and “May Be Retained” notices on Progress Reports using the OPR system.

V. REPORTING DATES SCHEDULED FLEXIBILITY

The reporting period dates may vary no more than five days either before or after the specified reporting dates for all school calendars. Year-round schools may choose to schedule the five days variation to provide a common week for tracks in session.

Schools varying from the specified reporting dates must recalculate the appropriate number of instructional days for each reporting period to ensure a total of 180 days (Single-track, Four-track) or 163 days (Three-track).

For OPR date modifications complete Attachment C: *Application for Modification of Reporting Period/Online Progress Report System Access Dates*. **If the attached application is not received by the deadline date no calendar changes will be made.** Fax the form with necessary signatures to Elementary SIS (213) 241-8498.



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REPORTING PERIOD AND OPR ACCESS DATES

SINGLE TRACK CALENDAR

	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	09/05/07	11/30/07	59	11/02/07	12/14/07	December 3 – 7, 2007
2 nd Reporting Period	12/03/07	03/28/08	63	02/22/08	04/11/08	March 31 – April 4, 2008
3 rd Reporting Period	03/31/08	06/19/08	58	05/23/08	07/04/08	June 13 – 19, 2008
	<i>Total Days</i>		180			

2007-2008 SCHOOL YEAR



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**REPORTING PERIOD AND OPR ACCESS DATES
2007-2008 SCHOOL YEAR**

THREE-TRACK CALENDAR

A	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	08/29/07	11/09/07	52	10/12/07	11/23/07	November 13 - 19, 2007
2 nd Reporting Period	11/13/07	04/11/08	57	03/14/08	04/25/08	April 14 – 18, 2008
3 rd Reporting Period	04/14/08	06/27/08	54	05/23/08	07/04/08	June 23 – 27, 2008
<i>Total Days</i>			163			

B	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	07/02/07	11/09/07	51	08/17/07	11/23/07	November 13 – 19, 2007
2 nd Reporting Period	11/13/07	02/08/08	54	01/11/08	02/22/08	February 11 – 15, 2008
3 rd Reporting Period	02/11/08	06/27/08	58	05/23/08	07/04/08	June 23 – 27, 2008
<i>Total Days</i>			163			

C	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	07/02/07	09/14/07	53	08/17/07	09/28/07	September 17 – 21, 2007
2 nd Reporting Period	09/17/07	02/08/08	56	01/11/08	02/22/08	February 11 - 15, 2008
3 rd Reporting Period	02/11/08	04/25/08	54	03/28/08	05/09/08	April 21 - 25, 2008
<i>Total Days</i>			180			



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**REPORTING PERIOD AND OPR ACCESS DATES
2007-2008 SCHOOL YEAR**

FOUR-TRACK CALENDAR

A	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	08/23/07	11/09/07	56	10/12/07	11/23/07	November 13 – 19, 2007
2nd Reporting Period	11/13/07	03/28/08	60	02/29/08	04/11/08	Mar. 31 – April 4, 2008
3 rd Reporting Period	03/31/08	06/27/08	64	05/23/08	07/04/08	June 23 – 27, 2008
<i>Total Days</i>			180			

B	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	07/05/07	09/21/07	56	08/24/07	10/05/07	September 24 - 28, 2007
2nd Reporting Period	09/24/07	02/15/08	61	01/18/08	02/29/08	Feb. 19 – 25, 2008
3 rd Reporting Period	02/19/08	06/27/08	63	05/23/08	07/04/08	June 23 – 27, 2008
<i>Total Days</i>			180			

C	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	07/05/07	11/02/07	60	10/05/07	11/16/07	November 5 – 9, 2007
2nd Reporting Period	11/05/07	04/11/08	66	01/25/08	04/25/08	April 14 – 18, 2008
3 rd Reporting Period	04/14/08	06/27/08	54	05/23/08	07/04/08	June 23 – 27, 2008
<i>Total Days</i>			180			



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REPORTING PERIOD AND OPR ACCESS DATES

D	Reporting Period Dates			OPR Access Dates for Mark Entry		
	Start Date	End Date	No. of Days	Start Date	End Date	Parent Conference Dates
1 st Reporting Period	07/05/07	09/28/07	61	08/31/07	10/12/07	October 1 - 5, 2007
2 nd Reporting Period	10/01/07	02/22/08	63	01/25/08	03/07/08	Feb. 25 – 29, 2008
3 rd Reporting Period	02/25/08	05/12/08	56	04/11/08	05/23/08	May 6 - 12, 2008

Total Days 180
2007-2008 SCHOOL YEAR



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**LAUSD STANDARDS-BASED PROMOTION
Time/Task Calendar for Promotion Policy Implementation**

TIMELINE	TASK
At the <i>mid-point</i> of each reporting period	Teachers issue a notice to parents that the student may receive a “1” or a “2” in Grades 2-5 on the progress report and indicate the District intervention program to which the student will be assigned. For English learners (ELs) at ELD levels 1-4, parent notification indicates inadequate progress in ELD.
Prior to the <i>mid-term</i> of the second reporting period	Teachers administer and score the District’s Periodic Writing Assessment using the District’s established rubric. Teachers administer and score the ELD Writing Assessment for ELs at ELD levels 1-4 as necessary.
As early as possible, <i>but no later</i> than <i>two weeks</i> before the end of the school year	Teachers issue a notice to parents that the student may receive a “1” in Grades 2-5 on the progress report and may be retained. Notice to parents of ELs at ELD levels 1-4 should indicate inadequate progress in ELD. This information must be in writing and delivered in person or by certified mail.
No later than <i>two weeks</i> before the <i>end of the school year</i>	Principals send a Promotion Determination letter stating that the student must be enrolled in a Summer School/Intersession program.
At the <i>mid-point</i> of the <i>Summer School/Intersession</i>	Teachers issue a progress report to parents which indicates that the student is not meeting grade-level standards for promotion and may be retained. For ELs at ELD levels 1-4, progress report indicates student is not meeting ELD standards for promotion and may be retained.
By <i>Monday</i> of the <i>final week</i> of <i>Summer School/Intersession</i>	Teachers re-administer and score the District’s Periodic Writing Assessment and/or the ELD Writing Assessment.
<i>Tuesday through Thursday</i> of the final week of <i>Summer School/Intersession</i>	Summer School/Intersession principals notify parents by conference and in writing of the final promotion determination. Indicate recommendation for promotion to the next grade level or retention for the following school year. Notice must be delivered in person at the conference or by certified mail. A list of retained students is sent to appropriate Local District Superintendent.



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Application for Modification of Reporting Period / Online Progress Report System Access Dates

School Name _____ Loc.Code _____ Phone Number _____

Principal _____ Fax Number _____

CALENDAR (Circle One): SINGLE TRACKCONCEPT 6 90/30

IMPORTANT DUE DATES: YEAR-ROUND SCHOOLS: 9/28/07 SINGLE TRACK SCHOOLS: 10/26/07

Enter the modified reporting period & corresponding OPR access dates for each track that a change is required. The total days for Traditional or 90/30 calendars is 180, and for Concept 6 calendar is 163. Be sure to adhere to these yearly totals.

Single/Track _____	Reporting Period Dates			OPR Access Dates for Mark Entry	
	Start Date	End Date	No. of Days	Start Date	End Date
1 st Reporting Period					
2 nd Reporting Period					
3 rd Reporting Period					

Total Days _____

Track _____	Reporting Period Dates			OPR Access Dates for Mark Entry	
	Start Date	End Date	No. of Days	Start Date	End Date
1 st Reporting Period					
2 nd Reporting Period					
3 rd Reporting Period					

Total Days _____

Track _____	Reporting Period Dates			OPR Access Dates for Mark Entry	
	Start Date	End Date	No. of Days	Start Date	End Date
1 st Reporting Period					
2 nd Reporting Period					
3 rd Reporting Period					

Total Days _____

Track _____	Reporting Period Dates			OPR Access Dates for Mark Entry	
	Start Date	End Date	No. of Days	Start Date	End Date
1 st Reporting Period					
2 nd Reporting Period					
3 rd Reporting Period					

Total Days _____

Principal's Signature _____

OFFICE USE ONLY: Approved: _____ Date _____