

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 24, 2017

To: Elementary School Principals, Area Superintendents,
Division and Department Heads

Subject: PUPIL PROGRESS REPORTING PERIODS FOR 2017-2018

Department and/or Persons Concerned: Elementary School Principals, Division and Department Heads

Due Date: March 23, 2017 (for both Year-Round and Traditional Calendar Schools)

Action Requested: Complete the attached form and send/fax a copy to each of the following individuals/departments by the due date listed above:
 1) Planning Section, Transportation Services
 2) Your Area Superintendent
 3) Pupil Accounting (Eugene Brucker Education Center, Room 3150)

References: *2017-18 Annual Instructional Minutes Schedule*—Administrative Circular No. 55
Administrative Procedures 4022 and 4702

Attachments: 1) Parent-Teacher Conference Periods: 2017-18
2) Request for Parent-Teacher Conference Dates: 2017-18

Brief Explanation:

In 2017-18, the district will continue to use three standard progress reporting periods at the elementary school level. The lengths of the reporting periods remain consistent with those of the past few years. Note that the relatively shorter first reporting period is aligned with the district’s at-risk student timeline, which requires parent notification for students at risk of not meeting grade-level standards.

The chart below provides progress reporting period end dates for the 2017-18 academic year.

2017-18 PROGRESS REPORTING PERIOD END DATES

	Reporting Period 1		Reporting Period 2		Reporting Period 3	
	End of Reporting Period	Deadline for Grade Entry	End of Reporting Period	Deadline for Grade Entry	End of Reporting Period	Deadline for Grade Entry
Traditional	Oct. 27, 2017	Nov. 6, 2017	Feb. 23, 2018	March 5, 2018	June 13, 2018	June 13, 2018
Year-Round	Oct. 27, 2017	Nov. 6, 2017	March 9, 2018	March 19, 2018	July 20, 2018	July 20, 2018

Guidelines for Scheduling Parent-Teacher Conference Days

Although progress reporting periods are standardized throughout the district, **elementary schools may choose to schedule parent-teacher conference days to meet individual site needs, schedules, and transportation availability.** Elementary schools may select their minimum days according to the timelines provided on Attachment 1. The *Request for Parent-Teacher Conference Dates: 2017-18* (Attachment 2) must be submitted to each of the individuals/offices listed on the form **no later than March 23, 2017 (for both Year-Round and Traditional calendar schools).** The following provisions must be met when conducting minimum days for parent-teacher conferences.

1. **Grades 1-3: 230 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 230 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 230 (but **not** less than 205).
2. **Grades 4-5: 240 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 240 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 240 (but **not** less than 205).
3. Cafeteria lunches must be provided for those pupils desiring to purchase lunches and for those pupils eligible for free or reduced-price lunches. Lunch does not count as part of the 230- or 240-minute minimum.
4. Schools sharing the same bus routes on the same time schedule must select the same days for parent-teacher conferences in order to avoid conflict for bus service.
5. There are a limited number of buses available for minimum days. Transportation will be scheduled on a first-come, first-served basis by written requests from schools. It is likely that Transportation Services may not be able to support some requests from schools.
6. In the event that a particular day is oversubscribed, schools will be required to reschedule their minimum days in order to receive bus service. **Schools should NOT notify parents, staff, or students of specific days for conferences until written confirmation from Transportation Services is received.**
7. Changes to the original request for minimum day schedule must be submitted to Pupil Accounting for approval. Pupil Accounting will then notify your Area Superintendent and Transportation. Please wait for written approval from Transportation Services prior to notifying parents, staff, and students of the schedule change. Note: Transportation Services may not be able to support changes made at the last minute.
8. A minimum day schedule for students does not change the workday for certificated or classified staff.
9. **For the 2017-18 school year no adjustments to school bell times will be approved.**

Please note that the scheduling of minimum days for parent-teacher conferences must be completed **prior** to submitting the *2017-18 Annual Instructional Minutes Schedule*—Administrative Circular No. 55. Be sure to plan ahead as the due date for submitting the *2017-18 Annual Instructional Minutes Schedule* to the Pupil Accounting Department is **March 23, 2017 (for both Year-Round and Traditional calendar schools).**

Changing minimum days after the deadline is highly discouraged and may not be approved by Pupil Accounting and/or transportation.

Bus service in support of parent-teacher conference days will be scheduled in the most cost-effective manner due to budget limitations. This often results in different buses and drivers servicing schools on parent-teacher conference days. Therefore, schools should closely supervise procedures at their loading zones on these days.

Note: Transportation Services will provide written notification to each school when buses are scheduled for parent-teacher conference days. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.**

Schools should contact the Planning Section of Transportation Services at 858-496-8773 or 858-496-8735 with any questions regarding transportation. Questions regarding standardized progress reporting periods should be directed to the Office of Teaching and Learning at 619-725-7241.

APPROVED:



Jim Solo
Executive Director,
Leadership and Learning

Attachments (2)

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

PARENT-TEACHER CONFERENCE PERIODS: 2017-18
ELEMENTARY SCHOOLS

Please request minimum day schedules for parent-teacher conferences based on these timelines:

TRADITIONAL CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 6 – December 1, 2017

Reporting Period 2: March 5 – March 23, 2018

YEAR-ROUND CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 6 – December 1, 2017

Reporting Period 2: March 19 – May 5, 2018

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

REQUEST FOR MIMIMUM DATES: 2017-18
ELEMENTARY SCHOOLS

Please complete this request form and forward a copy to each of the following individuals/departments **no later than March 23, 2017 (for Year-Round and Traditional Calendar Schools)**:

- Planning Section, **Transportation Services** (Lonnie Green – lgreen@sandi.net)
- Your **Area Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3150)

Please do not plan a minimum day prior to the first date of the parent-teacher conference period listed for your type of school (e.g., Traditional calendar or Year-Round calendar).

It is requested that schools sharing transportation services request the same dates. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.** Buses will be scheduled to pick up all students following the dismissal times on minimum days.

Changes to requested dates and times must be approved in writing by Transportation Services. The request should be submitted to Pupil Accounting to initiate the change process. If approved, Pupil Accounting will notify the Area Superintendents, Food Services, and Transportation.

Please make every effort to minimize any changes as this involves multiple departments. Due to budget constraints Transportation Services may not be able to support changes.

MINIMUM DAYS 2017-18 - THESE WOULD INCLUDE:

- **Parent/Teacher Conferences**
- **PLC**
- **Cluster Collaboratives**
- **Early Intervention Parent/Teacher Conferences (early October)**

ELEMENTARY SCHOOLS

School: _____

Principal: _____

Date: _____

Signature: _____

Email: _____

Our school requests the following dates for a minimum day schedule/parent-teacher conferences:

DATE	PURPOSE	DATE	PURPOSE

Dismissal Time: _____

Bus Departure Time _____