

CWCS Paperwork Timetables 2010 (with testing dates)

REVISED 1/2010

DATE	FOR	WHERE/HOW	WHAT
August 12, 2009	All Students	Send email to your advisor before dropping any family who has not confirmed enrollment.	All families have contacted the ES prior to school to confirm enrollment for new year.
August 12, 2009	For grades 2-11	PO in FRED (other arrangements allowed, but all noted in LRs)	Arrange for Test Prep Material for all students in grades 2-11
August 14, 2009	All ESes		All ES Meeting
August 17-Sept 4	For grades 2-11	Email Mary Vinnedge mvinnedge@connectingwaters.org With student name/grade/parent name/ ES name	Study Island Enrollment Window
August 21, 2009	For 10 th graders who have scored Far Below Basic or Below Basic in their 9 th grade STAR for math or language arts And any 12 grader that has not passed either portion of the CAHSEE	Send email to CAHSEE Intensive cahsee@connectingwaters.org And cc your advisor	Student name and student number for required CAHSEE Intensive Plan , indicating the plan that the student will participate in.
August 24, 2009	Online Elluminate Courses		Courses Begin
August 28, 2009	For ALL 1st semester graduates	Email to your ES Advisor	All 1st semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
August-September 2009	For All 2-11th grade students		Scantron Pre-Test
September 11, 2009	For grades 3-12	Begin Task 1A and 1B in Using Data to Drive Instruction	-Current Scantron reviewed -Personalized Learning Improvement Plan "PLIP" discussed and created according to the CW Curriculum Policy.
September 18, 2009	For Grades 3-12	Complete Task 1A and 1B in Using Data to Drive Instruction	-Current Scantron reviewed -All Goals and Strategies entered in LR for students needing PLIPs
September 14-18, 2009	For All Students	Provide both to parents/ Collect writing prompts at next LR mtg.	1st Quarter Benchmark Exams and Required Writing Prompts
September 25, 2009	For All High School Students	Enter into FRED	Information or any updates from 2010 Graduation Requirements Agreement

September 25, 2009	For All Students	1) Check for accuracy in FRED 2) Complete and mark into FRED	1) All information on Student Detail Screen 2) All items listed on Parent Checklist
October 2, 2009	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
October 6-7, 2009	11th and 12th grade students as needed	See Assessment page for info	California High School Exit Exam (CAHSEE)
October 7, 2009	For All K-12th grade students	See Assessment page for info	WRAT (K-1) Scantron (2-12) Pre-Tests completed for all students
October 9, 2009	For all High School Courses	In FRED on report card	Confirm HQT for CBEDS report
October 9, 2009	For grades 2-12	Email to your Advisor	List of all students with PLIPs
October 16, 2009	Elluminate Courses	1) In FRED 2) In FRED-CP Inquiry” and instructor, include drop date	1) Last date to sign up for an Elluminate Dept. Course 2) Last date to drop Elluminate Dept. course
November 2, 2009	For All ESs	Begin 1st semester portfolio assembly	Assemble portfolios now so that you can collect any missing 1st semester samples at your next learning record meeting.
November 2, 2009	For all Families	Printed from FRED. Collect and mail to IEM.(postmarked by 11/2)	Household Information Collection form
November 6, 2009	For students on Academic Probation	Email to HQT	Send email notifying HQTs that the student is on Academic Probation to get estimated grade for report card. If student is earning a D or F, DO NOT SIGN the 2 nd Semester Student Agreement until you are sure that the student is passing all classes with C’s or better
November 13, 2009	For All Students	Mail to: IEM Student Records	Submit 2nd semester Student Agreement (for academic probation, see above note)
November 13, 2009	For All ESs	Enter into FRED for Advisor review	A written progress report on how you have met your ES evaluation 08/09 goals to date, and what you expect to do next semester.
November 13, 2009	For December Potential Grads	Email to HQT	Send email notifying HQTs that the student is a potential graduate to get estimated grade for report card.
November 16-20, 2009	For ALL Students	Provide to parents/ Collect writing prompts at next LR mtg.	2nd Quarter Benchmark Exams and Required Writing Prompts

November 20, 2009	For ALL December 18, 2009 Graduates	In FRED	Report cards with estimated 1st semester grades
November 20, 2009	For all 7-11 th grade students	In FRED, view students, test info tab	Check for STAR EOC accuracy
November 30, 2009	For ALL December 18, 2009 Graduates	Submit to Advisor complete in one package	Submit the following together: Graduation/Compl. Checklist Student Graduation Approval Request Form (with diploma name) Final transcript Drop form for graduating student Portfolio for graduate Scantron Scores
November 30, 2009	For all students grade 2-11	Send email to ES advisor	Confirming that test prep materials have been supplied to all families (10 th grade students must have CAHSEE prep)
November 30- Dec.11	For grades 2-11	Email Mary Vinnedge mvinnedge@connectingwaters.org With student name/grade/parent name/ ES name	Study Island Enrollment Window
December 4, 2009	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
December ES Meeting	For All ESs	1st Semester Portfolio check	Bring portfolios for all students to your December ES meeting for review
December 18, 2009	For All Students		First Semester Ends
January 15, 2010	For All First Semester High School students	Submit in FRED <i>and</i> print two copies: one for parent/student and one for files	Report cards must be submitted PRIOR to this date.
January 22, 2010	For ALL 2nd semester graduates	Email to your ES Advisor	All 2nd semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
January 19-22, 2010	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	3rd Quarter Benchmark Exams and Required Writing Prompts
February-March 2010	For all 2nd-12th grade students		Scantron Post Test
February 1st- 12th	For grades 2-11	Email Mary Vinnedge mvinnedge@connectingwaters.org With student name/grade/parent name/ ES name	Study Island Enrollment Window
February 22- 26, 2010	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	4th Quarter Benchmark Exams and Required Writing Prompts

February 26, 2010	Illuminate Courses	1) In FRED 2) In FRED-CP Inquiry” and instructor, include drop date	1) Last date to sign up for an Illuminate Dept. Course 2) Last date to drop Illuminate Dept. course
March 1, 2010	For All ESs	Submit to ES Advisor	ES Self-evaluation with final report on 08/09 goals.
March 2 & 3, 2010	All 7th grade students	See Assessment webpage for info	STAR Writing Testing (2nd) and Make-up (3rd)
March 5, 2010	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
March 5, 2010	For All ESs	In FRED	Midnight Deadline for submission of all 2010 Purchase Order Requests and IF transfers
March 16 & 17	Mandatory for ALL 10th gr. (11-12th as needed) students	See Assessment webpage for info	California High School Exit Exam (CAHSEE)
March 18- April 22, 2010	For All ESs	Assessment	Complete required assessment duties with flexibility
April 26, 2010	For ALL May 14, 2010 Graduates	In FRED	Report cards with estimated 2nd semester grades
April 30, 2010	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
April 30, 2010	For K-1 st grade	See Assessment page for info	WRAT Post Test
May 3, 2010	For ALL May 14, 2010 Graduates	Submit to ES Advisor	Submit the following together: Graduation/Compl. Checklist Student Graduation Approval Request Form (with diploma name) Final transcript Drop form for graduating student Scantron Scores
Prior to May 3, 2010	For All Students enrolled for any day of this school year	Submit to Area Facilitator at April ES Group meeting	Portfolios for all students except 1st semester graduates (already submitted)
May 11 & 12, 2010	For 10 (make-ups only), 11, and 12th gr. students as needed	See Assessment webpage for info	California High School Exit Exam (CAHSEE) Make-up test
May 14, 2010	Potential May graduates	Notify ES Advisor	Names of potential graduates who did not graduate

May 14, 2010	For All Students		Last Day of School
No later than 2 weeks past last day of school: May 28, 2010	For ALL ESs ***** For All Students	Submit to IEM Office ***** Submit in FRED and to IEM Office	Signed ES evaluation, Final checkout with e-mail clearance from advisor ***** All required Student Paperwork on ES Checkout