

CWCS Paperwork Timetables 2011 (with testing dates)

REVISED 1/2011

DATE	FOR	WHERE/HOW	WHAT
August 16, 2010	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 16-Sept 17	For grades 2-11	Sign up students in FRED	Study Island Enrollment Window (only this one window available)
August 20, 2010	All ESes		All ES Meeting
August 20, 2010	All Students with permits	ESes should remind parents that there is a 72 hour turn around time once paperwork has been rec'd.	Work Permits Expire
August 23, 2010	Online Elluminate Courses		Courses Begin
August 27, 2010	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 30, 2010	For ALL 1st semester graduates	Email to your ES Advisor	All 1st semester graduates preliminary assessment (See Grad Procedure in ES Manual)
August-September 2010	For All K-12 grade students as indicated	K-3 WRAT Scantron: 4-11 and seniors needing CAHSEE Intensive	Scantron and WRAT Pre-Test
September 10, 2010	For grades 3-12	Begin Task 1A and 1B in Using Data to Drive Instruction	- Current Scantron & WRAT Reviewed -Personalized Learning Improvement Plan "PLIP" discussed and created according to the CW Curriculum Policy.
September 17, 2010	For Grades 3-12	Complete Task 1A and 1B in Using Data to Drive Instruction	- Current Scantron & WRAT Reviewed -All Goals and Strategies entered in LR for students needing PLIPs
September 17, 2010	Elluminate Courses	1) In FRED 2) In FRED-CP Inquiry" and instructor, include drop date	1) Last date to sign up for Moodle/Ellum Course 2) Last date to drop Moodle/Ellum course
September 13-17,	For All Students	Provide both to parents/ Collect writing prompts at next LR mtg.	1st Quarter Benchmark Exams and Required Writing Prompts

2010			
September 24, 2010	For All High School Students	Enter into FRED	Information or any updates from 2011 Graduation Requirements Agreement
September 24, 2010	For All Students	Mail to IEM 1166 Broadway, Ste. Q, Placerville , CA. 95667	Household Information Form
September 24, 2010	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 1, 2010	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
October 11, 2010	Completed for K-12th grade students as indicated	See Assessment page for info	K-3 WRAT Scantron: 4-11 and seniors needing CAHSEE Intensive
October 11, 2010	For grades 2-12	Email to your Advisor	List of all students with PLIPs
October 11, 2010	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
October 18, 2010	For all High School Courses	In FRED on report card	Confirm HQT for CALPADS Report
November 1, 2010	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 1, 2010	For all Families	Printed from FRED. Collect and mail to IEM.(postmarked by 11/1)	Household Information Collection form
November 5, 2010	For students on Academic Probation	Email to HQT	Send email notifying HQTs that the student is on Academic Probation to get estimated grade. If student is earning a D or F, <u>consult your advisor</u> , and DO NOT SIGN the next semester's Student Agreement until you are sure that the student is passing all classes with C's or better
November 9-10, 2010	11th and 12th grade students as needed	See Assessment page for info	California High School Exit Exam (CAHSEE)
November 12, 2010	For All Students	Mail to: IEM Student Records	Submit 2nd semester Student Agreement (for academic probation, see above note)
November 12, 2010	For All ESs	Enter into FRED for Advisor review	A written progress report on how you have met your ES evaluation 09/10 goals to date, and what you expect to do next semester.
November	For December	Email to HQT	Send email notifying HQTs that

12, 2010	Potential Grads		the student is a potential graduate to get estimated grade for report card.
November 15-19, 2010	For ALL Students	Provide to parents/ Collect writing prompts at next LR mtg.	2nd Quarter Benchmark Exams and Required Writing Prompts
November 19, 2010	For ALL December 22, 2010 Graduates	In FRED	Report cards with estimated 1st semester grades
November 19, 2010	For all 7-11 th grade students	In FRED, view students, test info tab	Check for STAR EOC accuracy
November 19, 2010	For students enrolled in CW Moodle/Ellum. Courses	In FRED, CP courses as announced	Sign up for a-g final test sites for December 15 & 16 finals
November 26, 2010	For ALL December 22, 2010 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 29, 2010	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)
December 3, 2010	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 22, 2010	For All Students		First Semester Ends
January 14, 2011	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 21, 2011	For ALL 2nd semester graduates	Email to your ES Advisor	All 2nd semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
January 18-21, 2011	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	3rd Quarter Benchmark Exams and Required Writing Prompts
February-March 2011	For K-12th grade students as indicated	K-3 WRAT Scantron: 4-11 and seniors needing CAHSEE Intensive	WRAT and Scantron Post Tests
February 11, 2011	Elluminate Courses	1) In FRED 2) In FRED-CP Inquiry” and	1) Last date to sign up for an Moodle/Ellum Course

		instructor, include drop date	2) Last date to drop Moodle/Ellum course
February 22- 25, 2011	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	4th Quarter Benchmark Exams and Required Writing Prompts
February 28, 2011	For All ESs	Submit to ES Advisor	ES Self-evaluation with final report on 09/10 goals.
March 1 & 2, 2011	All 4 th & 7th grade students	See Assessment webpage for info	STAR Writing Testing (1st) and Make-up (2nd)
March 4, 2011	For all students in HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
March 8 & 9	Mandatory for ALL 10th gr. (11 th -12 th as needed) students	See Assessment webpage for info	California High School Exit Exam (CAHSEE)
March 23- April 28, 2011	For All ESs	Assessment	Complete required assessment duties with flexibility
April 1, 2011	For students on Academic Probation	Email to HQT	Send email notifying HQTs that the student is on Academic Probation to get estimated grade. If student is earning a D or F, <u>consult your advisor</u> , and DO NOT SIGN the next semester's Student Agreement until you are sure that the student is passing all classes with C's or better
April 1, 2011	For students enrolled in CW Moodle/Ellum. Courses	In FRED, CP courses as announced	Sign up for a-g final test sites for May 11 & 12 finals
April 25, 2011	For ALL May 20, 2011 Graduates	In FRED	Report cards with estimated 2nd semester grades
April 29, 2011	For all students in CW HQT Moodle/Ellum. Courses	ES send from FRED to HQT	Quarterly Progress Report
April 29, 2011	K-3 WRAT Scantron: 4-11 and seniors needing CAHSEE Intensive	See Assessment page for info	Scantron and WRAT Post Test
April 29, 2011	For All ESes		Midnight deadline for submission of all 2011 Purchase Order Requests and IF transfers

May 2, 2011	For ALL May 20, 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 2, 2011	For All Students enrolled for any day of this school year	Submit at April ES Group meeting	Portfolios for all students except 1st semester graduates (already submitted)
May 10& 11, 2011	For 10 (make-ups only), 11, &12th students as needed	See Assessment webpage for info	California High School Exit Exam (CAHSEE) Make-up test
May 20, 2011	Potential May graduates	Notify ES Advisor	Names of potential graduates who did not graduate
May 20, 2011	For All Students		Last Day of School
No later than 2 weeks past last day of school: June 3, 2011	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