

CWCS Paperwork Timetables 2008

(with testing dates)

DATE	FOR	WHERE/HOW	WHAT
August 17, 2007	For grades 2-12	Prepare and Document in Learning Records using last year's STAR & CAHSEE data	Personalized Learning Improvement Plan "PLIP" according to the CW Curriculum Policy
August 24, 2007	For ALL 1 st semester graduates	Email to your ES Advisor	All 1 st semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
August 27, 2007	For grades 2-12	Email to your Advisor	List of all students with PLIPs
August 27, 2007	For grades 2-12	Email to your AF	STAR Incentive Info
August-September 2007	For All 2-11 th grade students		Scantron Pre-Test
September 14, 2007	For All Students	Check WEBfiles for accuracy for each student	-grade level -address and phone number -correct courses listed on report card
September 17-21, 2007	For All Students	Provide both to parents/ Collect writing prompts at next LR mtg.	1 st Quarter Benchmark Exams and Required Writing Prompts
September 28, 2007	For High School	Enter into WEBfiles	Information or any updates from Graduation Requirements Agreement
October 2-3, 2007	11 th and 12 th grade students as needed	See Assessment page for info	California High School Exit Exam (CAHSEE)
October 8, 2007	For All 2-11 th grade students		Scantron Pre-Tests completed for all students
November 5, 2007	For All ESs	Begin 1 st semester portfolio assembly	Assemble portfolios now so that you can collect any missing 1 st semester samples at your next learning record meeting.
November 9, 2007	For All ESs	Enter into WEBfiles for Advisor review	A written progress report on how you have met your ES evaluation 2007 goals to date, and what you expect to do next semester.
November 13- 16, 2007	For ALL Students	Provide to parents/ Collect writing prompts at next LR mtg.	2nd Quarter Benchmark Exams and Required Writing Prompts
November 16, 2007	For All Students	Mail to: IEM Student Records	Submit 2 nd semester Student Agreement
November 16, 2007	For ALL December 19, 2007 Graduates	Submit electronically	Electronic report cards with estimated 1 st semester grades
November 30, 2007	For ALL December 19, 2007 Graduates	Submit to Advisor complete in one package	Submit the following together : <ul style="list-style-type: none"> • Graduation/Compl. Checklist • Student Graduation Approval Request Form (with diploma name) • Final transcript • Drop form for graduating student • Portfolio for graduate • Scantron Scores
December ES Meeting	For All ESs	1 st Semester Portfolio check	Bring portfolios for all students to your December ES meeting for review

December 19, 2007	For All Students		First Semester Ends
January 11, 2008	For All First Semester High School students	Submit electronically	Electronic report cards must be submitted PRIOR to this date.
January 18, 2008	For ALL 2 nd semester graduates	Email to your ES Advisor	All 2 nd semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
January 22-25, 2008	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	3 rd Quarter Benchmark Exams and Required Writing Prompts
February- March 2008	For all 2 nd -12 th grade students		Scantron Post Test
February 5 & 6, 2008	Mandatory for ALL 10 th gr. (11-12 th as needed) students	See Assessment webpage for info	California High School Exit Exam (CAHSEE)
February 25- Feb. 29, 2008	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	4 th Quarter Benchmark Exams and Required Writing Prompts
March 3, 2008	For All ESS	Submit to ES Advisor	ES Self-evaluation with final report on 2007 goals.
March 4 & 5, 2008	All 4 th and 7 th grade students	See Assessment webpage for info	STAR Writing Testing (6 th) and Make-up (7 th)
March 11 & 12 2008	For potential 2008 graduates only	See Assessment webpage for info	California High School Exit Exam (CAHSEE) Make-up test
March 24- April 22, 2008	For All ESS	Assessment	Complete required assessment duties with flexibility
April 18, 2008	For ALL May 16, 2008 Graduates	Submit electronically to Student Records	Electronic report cards with estimated 2nd semester grades
April 18, 2008	For All ESS	Submit Electronically	Deadline for submission of all 2008 Purchase Order Requests and IF transfers
April 25, 2008	For ALL May 16, 2008 Graduates	Submit to ES Advisor	Submit the following together : <ul style="list-style-type: none"> • Graduation/Compl. Checklist • Student Graduation Approval Request Form (with diploma name) • Final transcript • Drop form for graduating student Scantron Scores
Prior to May 1, 2008	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 6 & 7, 2008	For 10 (make-ups only), 11, and 12 th gr. students as needed	See Assessment webpage for info	California High School Exit Exam (CAHSEE) Make-up test
May 16, 2008	Potential May graduates	Notify ES Advisor	Names of potential graduates who did not graduate
May 16, 2008	For All Students		Last Day of School
No later than 2 weeks past last day of school: May 30, 2008	For ALL ESS *****	Submit to IEM Office *****	Signed ES evaluation, Final checkout with e-mail clearance from advisor ***** All required Student Paperwork on ES

	For All Students	Submit electronically and to IEM Office	Checkout
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