

CWCS Paperwork Timetables 2009 (with testing dates)

REVISED 8/2008

DATE	FOR	WHERE/HOW	WHAT
August 13, 2008	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 13, 2008	For grades 2-11	PO in FRED	Order Test Prep Material for all students in grades 2-11
August 22, 2008	For grades 3-12	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 22, 2008	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 Lori Freeman lofreeman@connectingwaters.org And cc your advisor	Student name and student number for required CAHSEE Intensive Plan
August 29, 2008	For ALL 1st semester graduates	Email to your ES Advisor	All 1st semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
August-September 2008	For All 2-11th grade students		Scantron Pre-Test
September 15-19, 2008	For All Students	Provide both to parents/ Collect writing prompts at next LR mtg.	1st Quarter Benchmark Exams and Required Writing Prompts
September 26, 2008	For High School	Enter into FRED	Information or any updates from Graduation Requirements Agreement
September 26, 2008	For All Students	Complete and mark into FRED	All items listed on Parent Checklist
October 1, 2008	For all students in CW HQT Dept. Courses	ES send by email to HQT	Quarterly Progress Report
October 6, 2008	For All 2-11th grade students	See Assessment page for info	Scantron Pre-Tests completed for all students
October 7-8, 2008	11th and 12th grade students as needed	See Assessment page for info	California High School Exit Exam (CAHSEE)
October 10, 2008	For grades 2-12	Email to your Advisor	List of all students with PLIPs
November 3, 2008	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 14, 2008	For All ESs	Enter into FRED for Advisor review	A written progress report on how you have met your ES evaluation 2008 goals to date, and what you expect to do next semester.
November 17-21, 2008	For ALL Students	Provide to parents/ Collect writing prompts at next LR mtg.	2nd Quarter Benchmark Exams and Required Writing Prompts
November 21, 2008	For All Students	Mail to: IEM Student Records	Submit 2nd semester Student Agreement
November 21, 2008	For ALL December 19, 2008 Graduates	Submit electronically	Electronic report cards with estimated 1st semester grades
December 1, 2008	For ALL December 19, 2008 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
December 1, 2008	For all students in CW HQT Dept. Courses	ES send by email 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 19, 2008	For All Students		First Semester Ends
January 9, 2009	For All First Semester High School students	Submit electronically <i>and</i> print two copies: one for parent/student and one for files	Electronic report cards must be submitted PRIOR to this date.
January 16, 2009	For ALL 2nd semester graduates	Email to your ES Advisor	All 2nd semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
January 20-23, 2009	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	3rd Quarter Benchmark Exams and Required Writing Prompts
February-March 2009	For all 2nd-12th grade students		Scantron Post Test
February 3 & 4, 2009	Mandatory for ALL 10th gr. (11-12thas needed) students	See Assessment webpage for info	California High School Exit Exam (CAHSEE)
February 23- 27, 2009	For ALL Students	Provide both to parents/ Collect writing prompts at next LR mtg.	4th Quarter Benchmark Exams and Required Writing Prompts
March 2,	For All ESs	Submit to ES Advisor	ES Self-evaluation with final

2009			report on 2008 goals.
March 2, 2009	For all students in CW HQT Dept. Courses	ES send by email to HQT	Quarterly Progress Report
March 3 & 4, 2009	All 4th and 7th grade students	See Assessment webpage for info	STAR Writing Testing (6th) and Make-up (7th)
March 19-April 23, 2009	For All ESs	Assessment	Complete required assessment duties with flexibility
April 24, 2009	For All ESs	Submit Electronically	Deadline for submission of all 2009 Purchase Order Requests and IF transfers
April 24, 2009	For ALL May 15, 2009 Graduates	Submit electronically to Student Records	Electronic report cards with estimated 2nd semester grades
May 1, 2009	For ALL May 15, 2009 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
May 1, 2009	For all students in CW HQT Dept. Courses	ES send by email to HQT	Quarterly Progress Report
Prior to May 1, 2009	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 12& 13, 2009	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 15, 2009	Potential May graduates	Notify ES Advisor	Names of potential graduates who did not graduate
May 15, 2009	For All Students		Last Day of School
No later than 2 weeks past last day of school: May 29, 2009	For ALL ESs ***** For All Students	Submit to IEM Office ***** Submit electronically and to IEM Office	Signed ES evaluation, Final checkout with e-mail clearance from advisor ***** All required Student Paperwork on ES Checkout