

CWCS Paperwork Timetables 2009 (with testing dates)

REVISED 8/2008

| DATE | FOR | WHERE/HOW | WHAT |
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| 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 |

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| | | | 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 |

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| 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 17, 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 |