

# IEM Schools Paperwork Timetables 2009

(with testing dates)

DATE	FOR	WHERE/HOW	WHAT
August 14, 2008	All Students	School Starts!	Be sure all students know it is the first day of school, and have materials to work on.
September 26, 2008	For ALL 1 <sup>st</sup> semester graduates	Email to your ES Advisor	All 1 <sup>st</sup> semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
October 7- 8, 2008	11 <sup>th</sup> /12 <sup>th</sup> grade students as needed	See Assessment webpage for info for students and proctors	California High School Exit Exam (CAHSEE)
September 15 - October 24, 2008	All 3 <sup>rd</sup> to 12 <sup>th</sup> grade continuing students	Scantron	Administer a Scantron test to each continuing student during this testing window.
November 3, 2008	For All ESSs	Begin 1 <sup>st</sup> semester portfolio assembly	Begin 1 <sup>st</sup> semester portfolio assembly now, so that next month you can collect any missing samples from 1 <sup>st</sup> semester.
November 14, 2008	For All ESSs	Enter in the ES Detail in Webfiles , then Email your ES Advisor that it is done	A written Progress report on how you have met your 2009 ES goals to date, and what you expect to do next semester.
November 21, 2008	For ALL students	Mail to: IEM Student Records	Submit 2nd semester Student Agreements
November 21, 2008	For 1 <sup>ST</sup> Semester Graduates	Submit electronically	Electronic report cards with estimated 1st semester grades
December 5, 2008	For ALL December 19, 2008 Graduates	Submit to Advisor complete in one package and enter updates into ES Webfiles student Detail page	Submit the following <b>together</b> : <ul style="list-style-type: none"> <li>• Student Graduation Approval Request Form</li> <li>• Graduation Requirements Worksheet</li> <li>• Final transcript</li> <li>• Drop form for graduating student</li> <li>• Portfolio for graduate</li> </ul>
December 19, 2008	For All ESSs	Pick up all 2009 school writing assignments prior to this date	2009 School Writing Assignment deadline to their ES—ES then prepares for January scoring
December 19, 2008	For All ESSs	Last day to enter/update school surveys for 2009	School survey for students in Webfiles
December 19, 2008	For All Students		First Semester Ends (End of first 85 days)
January 9, 2009 (Final date—send as early as you can)	All ESS with students enrolled in SME courses	Send to your SMEs	All Supporting documentation requested for 1 <sup>st</sup> semester courses
January 16, 2009	All May 20, 2009 graduates	Email to your ES Advisor	All 2 <sup>nd</sup> semester graduates preliminary assessment (See Grad Procedure in ES Handbook)
January 23, 2009 (Final date—send as early as you can)	For All First Semester K-8 <sup>th</sup> grade students	Email to your ES Advisor Submit Electronically if required by SA	A list of your students with the date of the LR that contains assessments for each course taken. If a report card is requested on SA, submit it in Webfiles.

January 23, 2009	For All First Semester High School students	Submit electronically	Electronic report cards must be submitted PRIOR to this date.
February 3 & 4, 2009	For 10 <sup>th</sup> (11 <sup>th</sup> & 12 <sup>th</sup> as needed) students	See Assessment webpage for test and proctor info	California High School Exit Exam (CAHSEE) (Call and remind students prior and check proctor schedule for duty)
February 6, 2009	For ESs with 9 <sup>th</sup> to 12 <sup>th</sup> graders	Complete in Webfiles	Transcript coding for any high school students not yet done.
February 13, 2009	For All ESs	Use web checklist, then email Advisor	Mid-Year Records Check
February 20, 2009	For All ESs	Submit to ES Advisor and enter goals into ES Detail	ES Self-evaluation (with final report on 2009 goals) and 2010 goals.
March 3 & 4, 2009	All 4 <sup>th</sup> and 7 <sup>th</sup> grade students	See Assessment webpage for test and proctor info	STAR Writing Testing & make-ups (Call and remind students prior and check proctor schedule for duty)
Prior to March 20, 2009	For All ESs	Assessment	Make final assessment duty trades and inform Assessment Department of any
Prior to March 31, 2009	For All Students enrolled for any day of this school year	Submit to Area Facilitator at March ES Group meeting	Portfolios for all students except 1 <sup>st</sup> semester graduates (already submitted)
March 30-April 30, 2009	For All ESs	Assessment	Be prepared to complete required assessment duties with flexibility
March 30-April 30, 2009	All 2 <sup>3rd</sup> - 11 <sup>th</sup> grade students	See Assessment webpage for info	STAR Assessment Testing & PE test (ESs needed to ensure student attendance at required assessments)
April 17, 2009	For ALL May 20, 2009 graduates	Submit electronically to Student Records	Electronic report cards with estimated 2nd semester grades
April 25, 2009	For ALL May 22, 2008 graduates And those finishing after summer school	Submit to ES Advisor	Submit the following <b>together</b> : <ul style="list-style-type: none"> <li>• Student Graduation Approval Request Form (with diploma name)</li> <li>• Graduation Requirements Worksheet</li> <li>• Final transcript</li> <li>• Drop form for graduating student</li> </ul>
May 12 & 13, 2009	For 10 <sup>th</sup> /11 <sup>th</sup> /12 <sup>th</sup> grade students as needed	See Assessment webpage for info	California High School Exit Exam (CAHSEE) Make-up test
TBD by school (See Es Agenda)	For ALL Graduates	Attend if you have a graduate!	Graduation
May 20, 2009	Potential May graduates	Notify ES Advisor	Names of potential graduates who did not graduate
May 20, 2009	All Students		Last Day of School
May 27, 2009 (Final date—send as early as you can)	All ESS with students enrolled in SME courses	Send to your SMEs	All Supporting documentation requested for 2nd semester courses
No later than 2 weeks past last day of school: June 4, 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