

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** April 1, 2015
- To:** Elementary School Principals, Area Superintendents,
Division and Department Heads
- Subject:** PUPIL PROGRESS REPORTING PERIODS FOR 2015-16
- Department and/or Persons Concerned:** Elementary School Principals, Division and Department Heads
- Due Date:** May 8, 2015 (for both Year-Round and Traditional Calendar Schools)
- Action Requested:** Complete the attached form and send/fax a copy to each of the following individuals/departments by the due date listed above:
 1) Planning Section, Transportation Services
 2) Your Area Superintendent
 3) Pupil Accounting (Eugene Brucker Education Center, Room 3150)
- References:** *2015-16 Annual Instructional Minutes Schedule*–Administrative Circular No. 64.
Administrative Procedures 4022 and 4702
- Attachments:** 1) Parent-Teacher Conference Periods: 2015-16
2) Request for Parent-Teacher Conference Dates: 2015-16

Brief Explanation:

In 2015-16, the district will continue to use three standard progress reporting periods at the elementary school level. The lengths of the reporting periods remain consistent with those of the past few years. Note that the relatively shorter first reporting period is aligned with the district’s at-risk student timeline, which requires parent notification for students at risk of not meeting grade-level standards.

The chart below provides progress reporting period end dates for the 2015-16 academic year.

2015-16 PROGRESS REPORTING PERIOD END DATES

	Reporting Period 1		Reporting Period 2		Reporting Period 3	
	End of Reporting Period	Deadline for Grade Entry	End of Reporting Period	Deadline for Grade Entry	End of Reporting Period	Deadline for Grade Entry
Traditional	Nov. 6, 2015	Nov. 13, 2015	March 4, 2016	March 11, 2016	June 21, 2016	June 21, 2016
Year-Round	Nov. 6, 2015	Nov. 13, 2015	March 18, 2016	March 25, 2016	July 21, 2016	July 21, 2016

Guidelines for Scheduling Parent-Teacher Conference Days

Although progress reporting periods are standardized throughout the district, **elementary schools may choose to schedule parent-teacher conference days to meet individual site needs, schedules, and transportation availability.** Elementary schools may select their minimum days according to the timelines provided on Attachment 1. The *Request for Parent-Teacher Conference Dates: 2015-16* (Attachment 2) must be submitted to each of the individuals/offices listed on the form **no later than May 8, 2015 (for both Year-Round and Traditional calendar schools).** The following provisions must be met when conducting minimum days for parent-teacher conferences.

1. **Grades 1-3: 230 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 230 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 230 (but **not** less than 205).
2. **Grades 4-5: 240 minutes per day**, exclusive of recess and nutrition breaks. Minimum school day may be computed by determining number of minutes of attendance in any ten consecutive school days and dividing that number by 10. If the resulting quotient is 240 or more, students shall be deemed to have complied with Education Code and district provisions even if the number of minutes attended in any one school day is less than 240 (but **not** less than 205).
3. Cafeteria lunches must be provided for those pupils desiring to purchase lunches and for those pupils eligible for free or reduced-price lunches. Lunch does not count as part of the 230- or 240-minute minimum.
4. Schools sharing the same bus routes on the same time schedule must select the same days for parent-teacher conferences in order to avoid conflict for bus service.
5. There are a limited number of buses available for minimum days. Transportation will be scheduled on a first-come, first-served basis by written requests from schools. It is likely that Transportation Services may not be able to support some requests from schools.
6. In the event that a particular day is oversubscribed, schools will be required to reschedule their minimum days in order to receive bus service. **Schools should NOT notify parents, staff, or students of specific days for conferences until written confirmation from Transportation Services is received.**
7. Changes to the original request for minimum day schedule must be submitted to Transportation Services for approval. Please wait for written approval from Transportation Services prior to notifying parents, staff, and students of the schedule change. Your Area Superintendent and the Pupil Accounting Department must be notified of the change. Note: Transportation Services may not be able to support changes made at the last minute.
8. A minimum day schedule for students does not change the workday for certificated or classified staff.

Please note that the scheduling of minimum days for parent-teacher conferences must be completed **prior** to submitting the *2015-16 Annual Instructional Minutes Schedule*—Administrative Circular No. 64. Be sure to plan ahead as the due date for submitting the *2015-16 Annual Instructional Minutes Schedule* to the Pupil Accounting Department is **May 15, 2015 (for both Year-Round and Traditional calendar schools).**

If it becomes necessary to change the 2015-16 bell schedule after sending it to Pupil Accounting, the principal/designee must contact Pupil Accounting to initiate the change process, and only with the prior approval of the Area Superintendents, Food Services, Transportation, and Pupil Accounting. Once the new school year begins, bell schedules will be locked.

Bus service in support of parent-teacher conference days will be scheduled in the most cost-effective manner due to budget limitations. This often results in different buses and drivers servicing schools on parent-teacher conference days. Therefore, schools should closely supervise procedures at their loading zones on these days.

Note: Transportation Services will provide written notification to each school when buses are scheduled for parent-teacher conference days. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.**

Schools should contact the Planning Section of Transportation Services at 858-496-8773 or 858-496-8735 with any questions regarding transportation. Questions regarding standardized progress reporting periods should be directed to the Office of Teaching and Learning at 619-725-7342.

Linda Trousdale
Interim Director,
Teaching and Learning

APPROVED:



Jim Solo
Executive Director,
Leadership and Learning

Distribution: Lists A and D

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

PARENT-TEACHER CONFERENCE PERIODS: 2015-16
ELEMENTARY SCHOOLS

Please request minimum day schedules for parent-teacher conferences based on these timelines:

TRADITIONAL CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 9 – December 4, 2015

Reporting Period 2: March 7 – March 25, 2016

YEAR-ROUND CALENDAR SCHOOLS

Parent-Teacher Conference Periods

Reporting Period 1: November 9 – December 4, 2015

Reporting Period 2: March 21 – April 22, 2016

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of Leadership and Learning

**REQUEST FOR PARENT-TEACHER CONFERENCE DATES: 2015-16
ELEMENTARY SCHOOLS**

Please complete this request form and forward a copy to each of the following individuals/departments **no later than May 8, 2015 (for Year-Round and Traditional Calendar Schools)**:

- Planning Section, **Transportation Services** (Richard Staley, rstaley@sandi.net)
- Your **Area Superintendent**
- **Pupil Accounting** (Eugene Brucker Education Center, Room 3150)

Please do not plan a minimum day prior to the first date of the parent-teacher conference period listed for your type of school (e.g., Traditional calendar or Year-Round calendar).

It is requested that schools sharing transportation services request the same dates. **Please do not notify parents, staff, or students of the conferencing dates until written confirmation from Transportation Services is received.** Buses will be scheduled to pick up all students following the dismissal times on minimum days.

Changes to requested dates and times must be approved in writing by Transportation Services. Once written approval from Transportation Services is received, please forward the final copy of the minimum day schedule to your Area Superintendent and Pupil Accounting.

**MINIMUM DAYS/PARENT-TEACHER CONFERENCE DATES: 2015-16
ELEMENTARY SCHOOLS**

School: _____

Principal: _____

Date: _____

Signature: _____

Email: _____

Our school requests the following dates for a minimum day schedule/parent-teacher conferences:

Dismissal Time: _____ **Bus Departure Time** (allow for lunch): _____