



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 2, 2020

ACTION REQUIRED

TO: Complex Area Superintendents
Principals
Registrars
Counselors
Teachers
Student Services Coordinators
Special Education Teachers

FROM: Dr. Christina M. Kishimoto
Superintendent

SUBJECT: **3rd Quarter Report Cards and IEP Progress Report Deadlines and Procedures for School Year 2019-2020**

This memorandum is in response to inquiries from principals and schools regarding third-quarter report cards and IEP progress report deadlines and procedures. As noted in Superintendent's memorandum dated March 25, 2020, for all Regular Track Schools and March 27, 2020, for all Multi-track schools, the due dates for 3rd Quarter grades inputting by teachers for SY 2019-2020 will be on April 1, 2020, and April 6, 2020, respectively.

Please observe the following deadlines.

Table 1: All Non-Track Schools

All Public Schools (NOT including Multi-Track Schools)	
3rd Quarter Grades and IEP Progress Reports are DUE .	Wednesday, April 1, 2020
Registrars and/or designee(s) to work on processing grades and printing report cards.	April 2-10, 2020
SSC and/or designee(s) to work on processing IEP Progress Reports.	April 2-10, 2020
Schools to prep report cards and IEP Progress Reports for mailing (postal or digitally from a k12.hi.us school name Gmail address).	April 13-14, 2020
Schools to mail report cards and IEP Progress Reports (postal or digitally from a k12.hi.us Gmail address).	No later than Wednesday, April 15, 2020

Table 2: All Multi-Track Schedule Schools

Multi-Track School (Holomua Elementary, Kapolei Middle, Mililani Middle)	
3rd Quarter Grades and IEP Progress Reports are DUE .	Monday, April 6, 2020
Registrars and/or designee(s) to work on processing grades and printing report cards.	April 7 - 13, 2020
SSC and/or designee(s) to work on processing IEP Progress Reports.	April 7 - 13, 2020
Schools to prep report cards and IEP Progress Reports for mailing (postal or digitally from a k12.hi.us school name Gmail address).	Tuesday, April 14, 2020
Schools to mail report cards and IEP Progress Reports (postal or digitally from a k12.hi.us Gmail address).	No later than Wednesday, April 15, 2020

TEACHERS:

Guidelines for grading remain the same for both regular education and special education students.

Infinite Campus is a cloud-based solution, therefore; teachers have access to Infinite Campus off-site to input grades. Teachers may do their grade reporting remotely the same way they would at their school site. If they do not have access to computers or the internet, they can work with their administrators and technology coordinators to input their grades.

- Teachers will log onto the Infinite Campus URL:
<https://hawaii.infinitecampus.org/campus/hawaii.jsp>
- Links are provided below to valuable resources to help you:
Please copy and paste the links below into your browser address bar.
 - **ELEMENTARY Grade Reporting for Teacher and Offices Processes (Attachment A)**
https://intranet.hawaiipublicschools.org/collabs/areas/sis/elementary_documents/Documents/Report%20Cards/Elementary%20Grade%20Reporting.pdf
 - **SECONDARY Grade Reporting for Teacher and Offices Processes (Attachment B)**
https://intranet.hawaiipublicschools.org/collabs/areas/sis/secondary_documents/Documents/Secondary%20Grade%20Reporting.pdf

Elementary Standards-Based Report Cards with required signature:

To continue social distancing for SY 2019-2020, report card signature blocks may be signed and dated by an Administrator or Administrator Designee, or filled with the line: *Signature on File due to COVID-19.*

SPED TEACHERS:

IEP progress reports should be completed in eCSSS. If there was a lack of progress in the third quarter, schools may conduct an IEP meeting through remote means, as appropriate, to review and revise the IEP. When traditional school resumes the IEP team must meet to determine necessary revisions and the need for compensatory services due to a loss in skills.

REGISTRARS:

Registrars may do their reporting remotely the same way they would at their school site. If they do not have access to computers or the internet, they can work with their administrators and technology coordinators to input.

Registrars can work with their administrators and designated office staff to perform essential functions such as printing and preparing report cards for mailing or sending via email.

For assistance with Infinite Campus, please submit requests at any time online using ServiceNow at <http://help.hidoe.org> (**employee login required**). You may also call the IT Help Desk Monday through Friday from 7:45 a.m. to 4:30 p.m. at (808) 564-6000, or for neighbor islands, please use the HATS line at 8-1-808-692-7250.

If you have any questions regarding grading, please contact ocidhelp@k12.hi.us.

If you have any questions regarding SPED IEP Progress Reports, please contact Annie Kalama, Director of Special Education, at (808) 305-9837 or annie.kalama@k12.hi.us.

For assistance in getting a school name Gmail address (schoolname@k12.hi.us), please put in a tech ticket request at <https://hidoe.service-now.com/sp>.

CMK:ab

Attachments: Attachment A: Elementary Grade Reporting
Attachment B: Secondary Grade Reporting

c: Deputy Superintendent
Assistant Superintendents
Office of Curriculum and Instructional Design