

## 2021-22 SDS Timeline (dates and locations subject to change)

DATE	ACTION ITEM	RESPONSIBLE
<b>JULY</b>		
01-31	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2021-22 Campus	SDS
23	Year End Rollover	SDS
26	Enrollment & Withdrawal Training - Secondary (D.S.C.420-Lab)	Secondary Data Clerks/Registrars
27	Secondary Counselor Back to School Training (D.S.C.420-Lab)	Secondary Counselors
27-28	Elementary Counselor Back to School Training (Bowie Lab)	Elementary Counselors
27-28	Enrollment & Withdrawal Training - Elementary (D.S.C. 420-Mtg)	Elementary Secretaries
29	Elementary Attendance Training (D.S.C. 420-Mtg)	Elementary Office Clerks
29	Secondary Attendance Training (D.S.C.420-Lab)	Secondary Attendance Clerks
<b>AUGUST</b>		
02	MISD 1 <sup>st</sup> Day of School	
02	IDEA Travis 1 <sup>st</sup> Day of School	
04	Sam Houston Collegiate Prep 1 <sup>st</sup> Day of School	
06	Deadline to No Show Students in Skyward	Elementary Secretaries/ Secondary Data Clerks/Registrars
11	Pre-K Academy at MC 1 <sup>st</sup> Day of School	
16	Early College High School 1 <sup>st</sup> Day of School	
23	IPRs Submitted CY1 (Secondary, excludes CHS & ECHS)	SDS
24-26	Skyward Discipline Training (D.S.C.420-Lab)	APs
26	Elementary & Secondary Teacher Membership Roster Training (D.S.C.420-Lab)	Elementary Office Clerks/ Secondary Attendance Clerks
30	1 <sup>st</sup> Six-weeks Teacher Membership Roster Snapshot	Elementary Office Clerks/ Secondary Attendance Clerks
31	Secondary Grade Reporting Training (D.S.C.420-Lab)	Secondary Data Clerks/Registrars
31	Elementary Grade Reporting Training (D.S.C.420-Lab)	Elementary Secretaries
<b>SEPTEMBER</b>		
01	Elementary Grade Reporting Training (D.S.C.420-Lab)	Elementary Secretaries
03	Staff Verification Deadline	Principals/APs
08	1 <sup>st</sup> Six Weeks Teacher Membership Roster Due	Office/Attendance Clerks
10	MISD End of 1 <sup>st</sup> Six Weeks	
13	Report Cards Submitted CY1 (excludes CHS, ECHS, Houston & IDEA)	SDS
15	Principals Reports CY1 Submitted	SDS
15	1 <sup>st</sup> Six Weeks Discipline Verification Reports Submitted	SDS
24	Fall Class Roster Snapshot	
<b>OCTOBER</b>		
01	Principals Report CY1 Due	Elementary Office Clerks/ Secondary Attendance Clerks
01	1 <sup>st</sup> Six Weeks Discipline Report Due	APs
04	IPRs Submitted CY2 (Secondary, excludes CHS & ECHS)	SDS
29	Fall PEIMS Snapshot Date	
29	MISD End of 2 <sup>nd</sup> Six Weeks	

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NOVEMBER		
01	Report Cards Submitted CY2 (excludes CHS, ECHS, Houston & IDEA)	SDS
29	IPRs Submitted CY3 (Secondary, excludes CHS & ECHS)	SDS
DECEMBER		
02	Schedule Changes and Transcript Review Training (Virtual)	Secondary Counselors
07-08	End of Semester Grade Reporting Training (Virtual)	Elementary Secretaries / Secondary Data Clerks/Registrars
17	MISD End of 3 <sup>rd</sup> Six Weeks	
17	Report Cards Submitted CY3	SDS
JANUARY		
01-31	2022-23 Next Year Setup	SDS
05	Principals Reports CY3 Submitted	SDS
05	3 <sup>rd</sup> Six Weeks Discipline Verification Reports Submitted	SDS
Pending	Student Rank (no update) Report – Submit 1 <sup>st</sup> Run	SDS
Pending	Student Rank (no update) Report – Submit 2 <sup>nd</sup> Run	SDS
21	Principals Report CY3 Due	Elementary Office Clerks/ Secondary Attendance Clerks
21	3 <sup>rd</sup> Six Weeks Discipline Verification Reports Due	APs
Pending	Student Rank Report – Submit 3 <sup>rd</sup> and Final Run	SDS
Pending	Preliminary Transcripts Submitted S1	SDS
24	IPRs Submitted CY4 (Secondary, excludes CHS & ECHS)	SDS
Pending	Final Transcripts (AARs) Submitted S1	SDS
26	4 <sup>th</sup> Six-weeks Teacher Membership Roster Snapshot	SDS
FEBRUARY		
01-28	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2022-23 Campus	SDS
04	4 <sup>th</sup> Six Weeks Teacher Membership Roster Due	Office/Attendance Clerks
18	MISD End of 4 <sup>th</sup> Six Weeks	
21	Report Cards Submitted CY4 (excludes CHS, ECHS, Houston & IDEA)	SDS
23	Principals Reports CY4 Submitted	SDS
23	4 <sup>th</sup> Six-Weeks Discipline Verification Reports Submitted	SDS
25	Winter Class Roster Snapshot	
MARCH		
01-31	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2022-23 Campus	SDS
15-17	Next Year Enrollment Training (D.S.C.420-Lab)	Elementary Secretaries/ Secondary Data Clerks/Registrars
18	Principals Reports CY4 Due	Elementary Office Clerks/ Secondary Attendance Clerks
18	4 <sup>th</sup> Six-Weeks Discipline Verification Reports Due	APs
21	IPRs Submitted CY5 (Secondary, excludes CHS & ECHS)	
Pending	NY 7 <sup>th</sup> and 8 <sup>th</sup> grade Skyward Student Access Online Course Requests	Elementary / JH

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APRIL		
01-30	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2022-23 Campus	SDS
04	New Student Online Enrollment & Returning Student Online Registration Portals Open	SDS
08	MISD End of 5 <sup>th</sup> Six Weeks	
11	Report Cards Submitted CY5	SDS
13	Principals Reports CY5 Submitted (excludes CHS, ECHS, Houston & IDEA)	SDS
13	5 <sup>th</sup> Six-Weeks Discipline Verification Reports Submitted	SDS
Pending	Student Rank (no update) Report – Submit 1 <sup>st</sup> Run	SDS
Pending	Student Rank (no update) Report – Submit 2 <sup>nd</sup> Run	SDS
Pending	SchoolLinks Course Requests Uploaded into Skyward	SDS
Pending	Student Rank Report – Submit 3 <sup>rd</sup> and Final Run	SDS
26-28	Elementary Next Year Scheduling Training PT 1	Elementary Counselors
Pending	Secondary Future Scheduling Training	Secondary Counselors
Pending	SchoolLinks Endorsements uploaded into Skyward	SDS
29	Principals Reports CY5 Due	Elementary Office Clerks/ Secondary Attendance Clerks
29	5 <sup>th</sup> Six-Weeks Discipline Verification Reports Due	APs
MAY		
01-31	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2022-23 Campus	SDS
02	Email Counselors Graduation Information Document	SDS
02	IPRs Submitted CY6 (Secondary, excludes CHS & ECHS)	SDS
17-18	End of Year Grade Reporting Training (Virtual)	Elementary Secretaries / Secondary Data Clerks/Registrars
19-20	End of Year Attendance Training (Virtual)	Elementary Office Clerks/ Secondary Attendance Clerks
17-19	Elementary Next Year Scheduling Training PT 2 – Counselors	Elementary Counselors
19	Pre-K Academy at MC Last Day of School	
20	Early College High School Last Day of School	
25	Elementary Year End Status Coding Deadline	Elementary Secretaries
27	Elementary Report Cards Submitted	SDS
27	Junior High Year End Status Coding Deadline	JH Data Clerks
27	MISD & IDEA Travis Last Day of School	
28	Elementary Master Schedule for Next Year Data Entry Due	Elementary Counselors
31	EOY Attendance Checkout	Elementary Office Clerks/ Secondary Attendance Clerks
31	Secondary Report Cards Submitted CY6	SDS
JUNE		
01-30	6 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> Grade Students Moved to their 2022-23 Campus	SDS
01-03	EOY Attendance Checkout	Elementary Office Clerks/ Secondary Attendance Clerks
01	Report Cards Submitted CY6	SDS
02	Freshman High & Senior High Year End Status Coding Deadline	FHS/HS Data Clerks/Registrars
03	Sam Houston Collegiate Prep Last Day of School	

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<b>Pending</b>	Student Rank (no update) Report – Submit 1 <sup>st</sup> Run	SDS
<b>Pending</b>	S2/EOY rank/transcript process starts	Secondary / SDS
<b>Pending</b>	Update completed endorsements to received	SDS
<b>Pending</b>	College Entry Indicator Code completed	Secondary Counselors
<b>Pending</b>	Retained Students updated	Secondary Clerks / Counselors
<b>Pending</b>	CTE certifications entered	CTE
<b>03</b>	Year End Status Rosters Due to SDS	Elementary Secretaries/ Secondary Data Clerks/Registrars
<b>Pending</b>	Student Rank (no update) Report – Submit 2 <sup>nd</sup> Run	SDS
<b>03</b>	Summer Withdrawal Date	SDS
<b>Pending</b>	Final Rank Submitted S2	SDS
<b>03</b>	End of Year Attendance Due	Elementary Office Clerks/ Secondary Attendance Clerks
<b>03</b>	End of Year Discipline/Restraint Verification Due	APs
<b>Pending</b>	Graduation dates entered and students marked as Graduated	SDS
<b>Pending</b>	Review and update all graduation information	Secondary Counselors
<b>Pending</b>	Upload CPR, Peace Officer and Speech Met Dates	SDS
<b>Pending</b>	Student Rank Report – Submit 3 <sup>rd</sup> and Final Run	SDS
<b>Pending</b>	Final Transcripts (AARs) Submitted S2	SDS
<b>Pending</b>	Summer School	