Quarter 1 Reporting Schedule Autumn 2016

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| Week  | Date | Action |
| Week 5 |  | Subject Teachers to check Class Lists in Veracross; any changes on lists please contact Samantha with corrections, cc Head of Section, by Sept 22.Reports on Veracross open |
| Week 6 |  | Report Writing |
| Week 7 | 22/9 | Last day for comments to be sent to proof reader.  |
| Week 8 | 27/9 | All grades and comments entered in Veracross by 4:00pm |
| Week 8 | 29/9 | Reports available to parents in Veracross at 4.30pm |
| Week 9 | 10/9 | 3-way conference sign ups |
| Week 9 | 13/10 | 3-way conference |

*Please write all comments in Helvetica 12.*

**PYP: Learner Profile Comments**

**MYP: ATLs for subject areas and Advisory comments**

**DP: Comments for all subjects**