

# SDUHSD ADD/DROP Guidelines and Schedule 2018-19

## **1. Drop Policy and Schedule:**

As per Board Policy 5121/AR-1, a student may drop classes anytime during the first four weeks of a semester (two weeks for the 4 x 4 schedule) without a grading penalty on the student transcript, if approved by the parent/guardian and school counselor.

### **Semester System 18-19:**

- 1<sup>st</sup> Semester: Last day to drop is Wednesday, September 26, 2018
- 2<sup>nd</sup> Semester: Last day to drop is Thursday, February 28, 2019

### **Quarter System 18-19:**

- 1<sup>st</sup> Quarter: Last day to drop is Wednesday, September 12, 2018
- 2<sup>nd</sup> Quarter: Last day to drop is Thursday, November 15, 2018
- 3<sup>rd</sup> Quarter: Last day to drop is Tuesday, February 12, 2019
- 4<sup>th</sup> Quarter: Last day to drop is Friday, April 26, 2019

## **2. Withdraw/No Credit Policy and Schedule:**

As per Board Policy 5121/AR-1, after the fourth week of the semester (second week for the 4 x 4 schedule), a student who withdraws from a class will receive a "W" (withdraw/no credit) on the student transcript.

### **Semester System 18-19:**

- 1<sup>st</sup> Semester: Thursday, September 27, 2018 to Thursday, November 29, 2018
- 2<sup>nd</sup> Semester: Friday, March 1, 2019 to Thursday, May 2, 2019

### **Quarter System 18-19:**

- 1<sup>st</sup> Quarter: Thursday, September 13, 2018 to Wednesday, October 10, 2018
- 2<sup>nd</sup> Quarter: Friday, November 16, 2018 to Thursday, December 20, 2018
- 3<sup>rd</sup> Quarter: Wednesday, February 13, 2019 to Thursday, March 14, 2019
- 4<sup>th</sup> Quarter: Monday, April 29, 2019 to Friday, May 24, 2019

## **3. Students May NOT Add/Drop classes on or after this date:**

As per Board Policy 5121/AR-1, no class may be dropped/withdrawn within 30 school days (15 days for the 4 x 4 schedule) of the final marking period, nor may any class be added for credit within 30 school days (15 days for the 4 x 4 schedule) of the final marking period.

### **Semester System 18-19:**

- 1<sup>st</sup> Semester: Friday, November 30, 2018
- 2<sup>nd</sup> Semester: Friday, May 3, 2019

### **Quarter System 18-19:**

- 1<sup>st</sup> Quarter: Thursday, October 11, 2018
- 2<sup>nd</sup> Quarter: Friday, December 21, 2018
- 3<sup>rd</sup> Quarter: Monday, March 18, 2019
- 4<sup>th</sup> Quarter: Friday, May 24, 2019

## SDUHSD Grade Reporting Schedule 2018-19

As per Board Policy (5121/AR1), grades are to be reported as follows:

*Semester (permanent) grades shall be reported to parents/guardians as soon as possible after the close of each semester. Semester grades shall be posted on students' permanent record. Progress reports shall be issued each quarter during the school year. Additionally, in accordance with Section 49067 of the California Education code, teachers must provide a written report or hold a conference with the parent/guardian of each student who is in danger of failing a course. Such deficiency notices must be made to a parent/guardian long enough before the end of the grading period so that the student could have adequate time to achieve a passing grade in the course.*

### **Semester Grading System 18-19:**

1 <sup>st</sup> Quarter D/F notification period ends:	Friday, September 28, 2018
1 <sup>st</sup> Quarter D/F grade window opens:	Friday, September 28, 2018
1 <sup>st</sup> Quarter D/F notification reports due to registrar:	Thursday, October 4, 2018
<i>1<sup>st</sup> Quarter Ends (45 days of instruction):</i>	<i>Wednesday, October 31, 2018</i>
<i>1<sup>st</sup> Quarter grade window opens:</i>	<i>Tuesday, October 30, 2018</i>
<i>1<sup>st</sup> Quarter progress reports due to registrar:</i>	<i>Wednesday, November 7, 2018</i>
2 <sup>nd</sup> Quarter D/F notification period ends:	Tuesday, December 11, 2018
2 <sup>nd</sup> Quarter D/F grade window opens:	Tuesday, December 11, 2018
2 <sup>nd</sup> Quarter D/F notification reports due to registrar:	Monday, December 17, 2018
<i>2<sup>nd</sup> Quarter/1<sup>st</sup> Semester ends (45 days of instruction):</i>	<i>Friday, January 25, 2019</i>
<i>2<sup>nd</sup> Quarter/1<sup>st</sup> Semester grade window opens:</i>	<i>Thursday, January 24, 2019</i>
<i>1<sup>st</sup> Semester grades due to registrar:</i>	<i>Tuesday, February 5, 2019</i>
3 <sup>rd</sup> Quarter D/F notification period ends:	Wednesday, March 6, 2019
3 <sup>rd</sup> Quarter D/F grade window opens:	Wednesday, March 6, 2019
3 <sup>rd</sup> Quarter D/F notification reports due to registrar:	Tuesday, March 12, 2019
<i>3<sup>rd</sup> Quarter ends (46 days of instruction):</i>	<i>Friday, April 5, 2019</i>
<i>3<sup>rd</sup> Quarter grade window opens:</i>	<i>Thursday, April 4, 2019</i>
<i>3<sup>rd</sup> Quarter progress report due to registrar:</i>	<i>Friday, April 19, 2019</i>
4 <sup>th</sup> Quarter D/F notification period ends:	Wednesday, May 15, 2019
4 <sup>th</sup> Quarter grade window opens:	Wednesday, May 15, 2019
4 <sup>th</sup> Quarter D/F notification reports due to registrar:	Tuesday, May 21, 2019
<i>4<sup>th</sup> Quarter/2<sup>nd</sup> Semester ends (43 days of instruction):</i>	<i>Friday, June 14, 2019</i>
<i>4<sup>th</sup> Quarter/2<sup>nd</sup> Semester grade window opens:</i>	<i>Tuesday, June 11, 2019</i>
<i>2<sup>nd</sup> Semester grades due to registrar:</i>	<i>Monday, June 17, 2019</i>

### **4 X 4 Grading System 18-19:**

1 <sup>st</sup> Qtr progress report period ends:	Friday, September 28, 2018
1 <sup>st</sup> Qtr progress report grade window opens:	Friday, September 28, 2018
1 <sup>st</sup> Qtr progress reports due to registrar:	Thursday, October 4, 2018
<i>1<sup>st</sup> Quarter Ends (45 days of instruction):</i>	<i>Wednesday, October 31, 2018</i>
<i>1<sup>st</sup> Quarter grade window opens:</i>	<i>Tuesday, October 30, 2018</i>
<i>1<sup>st</sup> Quarter grades due to registrar:</i>	<i>Wednesday, November 7, 2018</i>
2 <sup>nd</sup> Qtr progress report period ends:	Tuesday, December 11, 2018
2 <sup>nd</sup> Qtr progress report grade window opens:	Tuesday, December 11, 2018
2 <sup>nd</sup> Qtr progress reports due to registrar:	Monday, December 17, 2018
<i>2<sup>nd</sup> Quarter Ends (46 days of instruction):</i>	<i>Friday, January 25, 2019</i>
<i>2<sup>nd</sup> Quarter grade window opens:</i>	<i>*Thursday, January 24, 2019</i>

***2nd Quarter grades due to registrar:***

***Tuesday, February 5, 2019***

***3<sup>rd</sup> Qtr progress report period ends:***

***Wednesday, March 6, 2019***

***3<sup>rd</sup> Qtr progress grade window opens:***

***Wednesday, March 6, 2019***

***3<sup>rd</sup> Qtr progress reports due to registrar:***

***Tuesday, March 12, 2019***

***3<sup>rd</sup> Quarter ends (46 days of instruction):***

***Friday, April 5, 2019***

***3<sup>rd</sup> Quarter grade window opens:***

***Thursday, April 4, 2019***

***3<sup>rd</sup> Quarter grades due to registrar:***

***Friday, April 19, 2019***

***4<sup>th</sup> Qtr progress report period ends:***

***Wednesday, May 15, 2019***

***4<sup>th</sup> Qtr progress grade window opens:***

***Wednesday, May 15, 2019***

***4<sup>th</sup> Qtr progress reports due to registrar:***

***Tuesday, May 21, 2019***

***4<sup>th</sup> Quarter Ends (44 days of instruction):***

***Friday, June 14, 2019***

***4<sup>th</sup> Quarter grade window opens:***

***Tuesday, June 11, 2019***

***4<sup>th</sup> Quarter Grades due to registrar:***

***Monday, June 17, 2019***