

**JOHN H. FRANCIS POLYTECHNIC HIGH SCHOOL**  
 12431 ROSCOE BLVD, SUN VALLEY, CA 91352  
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*A Pilot School*

**Vivian Ech**  
*Superintendent of Schools*  
**Linda Del Cueto**  
*LD NE Superintendent*  
**Elidia Vazquez**  
*Principal*

**To: All Staff**

**Date: 4/5/2018**

**From: Jammie Kenion**  
**APSCS**

**Dear Teachers,**

Below are the grading windows for the mid-term and final grading period of Quarter 4 of the Spring Semester. The grading window for Q4 mid-term opens on 4/12/2018 and grades are due by 7pm on 4/17/2018 so that we can print report cards for Parent Conference Night.

Grading Period Description	Term Code	Quarter Begin Date	Quarter End Date	Finals	Grade Window Open	Grades Due Window closes	PHBAO (Open House)
Mid term	A4	3/15/2018		NA	4/12/2018	4/19/2018	4/19/2018
Senior Finals	A4			5/22/2018		5/23/2018	
Final	A4		5/31/2018	5/29 Per 1 & 2 5/30 Per 3 & 4	5/18/2018	5/31/2018	NA

Please have grades in by 7pm om 4/17/2018 so that we can prepare to print report cards for Parent Conference night.

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**Senior finals will be 5/22/2018 and grades for seniors due on 5/23/2018 so that they can be cleared for graduation and cap and gown distribution on 5/25/2018. Please note that we lose a day during the last week of school due to Memorial Day holiday which is why the senior finals and grades are earlier.**