



# MATTOLE VALLEY CHARTER SCHOOL

## 2011/2012 DUE DATES AT A GLANCE

(Due dates are included but may not be limited to what is listed below and are subject to change.)

BY WHEN	WHAT'S DUE	TO WHOM
May 30, 2011	Open enrollment for 2011/2012 students (new & returning)	Records Office
July 5, 2011	First day to submit purchase requests for 2011/2012 school year	Purchasing
October, 2011	California H.S. Exit Exam (Seniors only) - dates TBA	Testing Coordinator
October 5, 2011	CBEDs information day, data collected	Testing Coordinator
October 7, 2011	Learning period #1 due, STAR Conference forms, AIP forms	LR Checker*
October 7, 2011	Grad Packets for winter graduates	Counselor
October 7, 2011	H.S. diploma requests due for winter grads	Linda H - Records Office
November, 2011	California H.S. Exit Exam (11th graders only) - dates TBA	Testing Coordinator
November 4, 2011	Learning period #2 & ALL AIP forms	LR Checker*
November 4, 2011	Math and Science classes (8-11 grade) list due (for STAR)	Testing Coordinator
December 9, 2011	Learning period #3 due	LR Checker*
December 21, 2011	LP #4 Rollsheet due for P1	Roxy - Records Office
January 6, 2012	Spring Elementary Student Agreements	LR Checker
January 6, 2012	Spring High School Student Agreements-Continuing Student	Counselor
January 17, 2012	Learning period #4 due	LR Checker*
February, 2012	California H.S. Exit Exam (census & 12th grade) - dates TBA	Testing Coordinator
February 2, 2012	Academic Probation forms due	Charter Administrator
February 2, 2012	High School portfolios due for winter graduates	Counselor
February 10, 2012	High School portfolios due (1st semester) include high school report card	LR Checker
February 10, 2012	Learning period #5 due (include elementary report card)	LR Checker*
March, 2012	California H.S. Exit Exam (11th, 12th&10th grade makeup) - TBA	Testing Coordinator
March 9, 2012	Last day to place request for computers	Purchasing
March 9, 2012	Learning period #6 due. AIP forms due	LR Checker*
March 9, 2012	H.S. diploma & 8th grade cert requests due for spring grads	Linda H - Records Office
March 9, 2012	Grad Packets for spring graduates	Counselor
March 23, 2012	Last Date to Submit Purchase Requests for 2011-2012	Purchasing
March 23, 2012	Last day to enroll for IS students	Roxy - Records Office
April 6, 2012	LP #7 Rollsheet due for P2	Roxy - Records Office
April 6, 2012	Learning period #7 due	LR Checker*
April 20, 2012	Elementary portfolios due (both semesters)	LR Checker
April 27, 2012	Last day to submit Overnight Field Trip Requests	Charter Administrator
April - May, 2012	STAR Testing Window (specific dates TBA)	Testing Coordinator
May, 2012	California H.S. Exit Exam Make ups (specific dates TBA)	Testing Coordinator
May 4, 2012	Learning period #8 due	LR Checker*
May 28, 2012	Open enrollment for 2012/2013 students (new & returning)	Roxy - Records Office
June 1, 2012	Last Day to Submit "Day" Field Trip Forms	Charter Administrator
June 4, 2012	Student Promotion forms due	Charter Administrator
June 4, 2012	Learning period #9 due	LR Checker*
June 22, 2012	Academic Probation forms due	Charter Administrator
June 22, 2012	All loaned materials due back to the Cutten Resource Center	Cutten Resource Ctr
June 22, 2012	Last day to submit reimbursements for payment	A/P - Honeydew Office
June 29, 2012	Learning period #10 due (include elementary report card)	LR Checker*
June 29, 2012	High School portfolios due (2nd semester) include high school report card	LR Checker
June 29, 2012	Drop forms for students leaving MVCS	Roxy - Records Office
July 2, 2012	First day to submit purchase requests for 2012/2013 school year	Purchasing

\* = originals mailed to teacher's learning record checker **rollsheets** sent to Roxy.