

2019-20 Assignment Timeline

High School

Magnet Period	Tuesday, January 1 to Tuesday, January 22
Choice Transfer Period	Monday, February 11 to Friday, February 22
HS deadline to appeal to IS *	Friday, March 15
HS Choice Appeal Hearing BOE **	Thursday, April 25

Middle School

Magnet Period	Tuesday, January 1 to Tuesday, January 22
Choice Period	Monday, February 18 to Friday, March 1
Out of Zone Period	Monday, April 1 to Friday, April 12
MS deadline to appeal to IS *	Wednesday, May 1
MS Choice Appeal Hearing BOE **	Thursday, May 16

Elementary School

Magnet Period	Tuesday, January 1 to Tuesday, January 22
Choice Period	Monday, March 4 to Friday, March 15
Out of Zone Period	Monday, April 22 to Friday, May 3
ES deadline to appeal to IS *	Thursday, May 30
ES Choice Appeal Hearing BOE **	Thursday, June 20

* Instructional Superintendent

** Board of Education

All Events

DATE	DAY	LEVEL	EVENT
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November

17 Saturday ALL Magnet Fair 10:00AM - 2:00PM Education Building - Fair Grounds

January

1 Tuesday ALL Magnet Application Period for Elementary, Middle, and High schools Begins

10 Thursday ES/MS Choice timeline sent to K-7 students

17 Thursday ES/MS CHOICE cards to Print Shop

18 Friday ES/MS 5th grade packets to Print Service

18 Friday MS/HS HS original assignment letters to Print Shop

22 Tuesday ALL Magnet Application Period for Elementary, Middle, and High schools Ends

25 Friday ALL Magnet lottery 10:00AM (Taped Live Audience/Not Live Broadcast)

30 Wednesday MS MS original assignment letters to Print Shop

31 Thursday All Post Magnet Results

February

1 Friday HS HS original assignment letters mailed to schools

1 Friday HS HS Course Registration

1 Friday ALL Magnet results to Print Shop

1 Friday ALL Magnet results upload to PowerSchool

5 Tuesday ALL Magnet letters mailed

7 Thursday ES/MS 5th grade packets mailed to Elementary Schools

7 Thursday MS MS original assignment letters mailed to schools

8 Friday HS HS original assignment letters distributed

8 Friday ES/MS CHOICE cards mailed to schools

11 Monday MS/HS High School Choice Transfer Period Begins

13 Wednesday MS MS original assignment letters distributed by schools

13 Wednesday ES/MS 5th grade packets distributed by Elementary Schools

13 Wednesday ES ES original assignment letters mailed to Print Shop

15 Friday ES/MS CHOICE cards arrive at schools

18 Monday MS Middle School CHOICE Period Begins

20 Wednesday ES ES original assignment letters mailed to schools

22 Friday MS/HS HS Choice Transfer Period Ends

27 Wednesday ES ES original assignment letters distributed by schools

March

1 Friday HS HS Choice decisions upload to PowerSchool

1 Friday HS HS Choice decision letters mailed

1 Friday MS Middle School CHOICE Period Ends

4 Monday ES Elementary CHOICE Period Begins

4 Monday ES Elementary Kindergarten Registration Period Begins

7 Thursday MS Deadline for MS data managers to enter CHOICE cards

13 Wednesday MS MS CHOICE decision letters to Print Shop

13 Wednesday MS MS Choice decision upload to PowerSchool

15 Friday HS HS deadline to appeal to designee

15 Friday ES Elementary CHOICE Period Ends

20 Wednesday MS MS CHOICE decision letters mailed to schools

21 Thursday ES Deadline for ES data managers to enter CHOICE cards

22 Friday MS MS Course Registration

For High Schools

DATE	DAY	LEVEL	EVENT
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November

17 Saturday ALL Magnet Fair 10:00AM - 2:00PM Education Building - Fair Grounds

January

1 Tuesday ALL Magnet Application Period for Elementary, Middle, and High schools Begins

18 Friday MS/HS HS original assignment letters to Print Shop

22 Tuesday ALL Magnet Application Period for Elementary, Middle, and High schools Ends

25 Friday ALL Magnet lottery 10:00AM (Taped Live Audience/Not Live Broadcast)

31 Thursday All Post Magnet Results

February

1 Friday HS HS original assignment letters mailed to schools

1 Friday HS HS Course Registration

1 Friday ALL Magnet results to Print Shop

1 Friday ALL Magnet results upload to PowerSchool

5 Tuesday ALL Magnet letters mailed

8 Friday HS HS original assignment letters distributed

11 Monday MS/HS High School Choice Transfer Period Begins

22 Friday MS/HS HS Choice Transfer Period Ends

March

1 Friday HS HS Choice decisions upload to PowerSchool

1 Friday HS HS Choice decision letters mailed

15 Friday HS HS deadline to appeal to designee

April

25 Thursday HS High School Choice Appeal Hearing by the BOE

May

4 Saturday ALL Employee Transfer Fair

June

	Magnet
	High School
	Middle School
	Elementary School

For Middle Schools

DATE	DAY	LEVEL	EVENT	DEPARTMENT
November				
17	Saturday	ALL	Magnet Fair 10:00AM - 2:00PM Education Building - Fair Grounds	MAGNET/ASSIGN/PARENTS
January				
1	Tuesday	ALL	Magnet Application Period for Elementary, Middle, and High schools Begins	MAGNET/ASSIGN/PARENTS
10	Thursday	ES/MS	Choice timeline sent to K-7 students	COMMUNICATION
17	Thursday	ES/MS	CHOICE cards to Print Shop	ASSIGN/PRINT
18	Friday	ES/MS	5th grade packets to Print Service	ASSIGN/COMMUNIC
18	Friday	MS/HS	HS original assignment letters to Print Shop	ASSIGN/PRINT
22	Tuesday	ALL	Magnet Application Period for Elementary, Middle, and High schools Ends	MAGNET/ASSIGN/PARENTS
25	Friday	ALL	Magnet lottery 10:00AM (Taped Live Audience/Not Live Broadcast)	MAGNET/ASSIGN/PARENTS
30	Wednesday	MS	MS original assignment letters to Print Shop	ASSIGN/PRINT
31	Thursday	All	Post Magnet Results	MAGNET/ASSIGN/PARENTS
February				
1	Friday	HS	HS original assignment letters mailed to schools	ASSIGN/MAIL
1	Friday	HS	HS Course Registration	SCHOOLS/PARENTS
1	Friday	ALL	Magnet results to Print Shop	MAGNET/PRINT
1	Friday	ALL	Magnet results upload to PowerSchool	ASSIGN/TECH
5	Tuesday	ALL	Magnet letters mailed	MAGNET/MAIL/PARENTS
7	Thursday	ES/MS	5th grade packets mailed to Elementary Schools	ASSIGN/PRINT SERV
7	Thursday	MS	MS original assignment letters mailed to schools	ASSIGN/MAIL
8	Friday	HS	HS original assignment letters distributed	SCHOOLS
8	Friday	ES/MS	CHOICE cards mailed to schools	ASSIGN/MAIL
11	Monday	MS/HS	High School Choice Transfer Period Begins	SCHOOLS/PARENTS
13	Wednesday	MS	MS original assignment letters distributed by schools	SCHOOLS/PARENTS
13	Wednesday	ES/MS	5th grade packets distributed by Elementary Schools	SCHOOLS/PARENTS
15	Friday	ES/MS	CHOICE cards arrive at schools	MAIL/SCHOOLS
18	Monday	MS	Middle School CHOICE Period Begins	SCHOOLS/PARENTS
22	Friday	MS/HS	HS Choice Transfer Period Ends	SCHOOLS/PARENTS
March				
1	Friday	HS	HS Choice decisions upload to PowerSchool	ASSIGN/TECH
1	Friday	HS	HS Choice decision letters mailed	ASSIGN/MAIL
1	Friday	MS	Middle School CHOICE Period Ends	SCHOOLS/PARENTS
7	Thursday	MS	Deadline for MS data managers to enter CHOICE cards	SCHOOLS
13	Wednesday	MS	MS CHOICE decision letters to Print Shop	ASSIGN/PRINT
13	Wednesday	MS	MS Choice decision upload to PowerSchool	ASSIGN/TECH
15	Friday	HS	HS deadline to appeal to designee	ADMIN/PARENTS
20	Wednesday	MS	MS CHOICE decision letters mailed to schools	ASSIGN/MAIL
22	Friday	MS	MS Course Registration	SCHOOLS/PARENTS
27	Wednesday	MS	MS distribute CHOICE decision letters	SCHOOLS/PARENTS
April				
1	Monday	MS	Middle School Out Of Zone Transfer Period Begins	SCHOOLS/PARENTS
12	Friday	MS	Middle school Out Of Zone Transfer Period Ends	SCHOOLS/PARENTS
25	Tuesday	MS	Middle OZ decision letters mailed	ASSIGN/MAIL/PARENTS
25	Thursday	HS	High School Choice Appeal Hearing by the BOE	PARENTS/BOE
May				
1	Wednesday	MS	MS deadline to appeal to designee	ADMIN/PARENTS
4	Saturday	ALL	Employee Transfer Fair	HR/ADMIN/SCHOOLS
16	Thursday	MS	Middle School Choice Appeal Hearing by the BOE	PARENTS/BOE
June				

	Magnet
	High School
	Middle School
	Elementary School

For Elementary Schools

DATE	DAY	LEVEL	EVENT	DEPARTMENT
November				
17	Saturday	ALL	Magnet Fair 10:00AM - 2:00PM Education Building - Fair Grounds	MAGNET/ASSIGN/PARENTS
January				
1	Tuesday	ALL	Magnet Application Period for Elementary, Middle, and High schools Begins	MAGNET/ASSIGN/PARENTS
10	Thursday	ES/MS	Choice timeline sent to K-7 students	COMMUNICATION
17	Thursday	ES/MS	CHOICE cards to Print Shop	ASSIGN/PRINT
18	Friday	ES/MS	5th grade packets to Print Service	ASSIGN/COMMUNIC
22	Tuesday	ALL	Magnet Application Period for Elementary, Middle, and High schools Ends	MAGNET/ASSIGN/PARENTS
25	Friday	ALL	Magnet lottery 10:00AM (Taped Live Audience/Not Live Broadcast)	MAGNET/ASSIGN/PARENTS
30	Wednesday	MS	MS original assignment letters to Print Shop	ASSIGN/PRINT
31	Thursday	All	Post Magnet Results	MAGNET/ASSIGN/PARENTS
February				
1	Friday	ALL	Magnet results to Print Shop	MAGNET/PRINT
1	Friday	ALL	Magnet results upload to PowerSchool	ASSIGN/TECH
5	Tuesday	ALL	Magnet letters mailed	MAGNET/MAIL/PARENTS
7	Thursday	ES/MS	5th grade packets mailed to Elementary Schools	ASSIGN/PRINT SERV
7	Thursday	MS	MS original assignment letters mailed to schools	ASSIGN/MAIL
8	Friday	ES/MS	CHOICE cards mailed to schools	ASSIGN/MAIL
13	Wednesday	MS	MS original assignment letters distributed by schools	SCHOOLS/PARENTS
13	Wednesday	ES/MS	5th grade packets distributed by Elementary Schools	SCHOOLS/PARENTS
13	Wednesday	ES	ES original assignment letters mailed to Print Shop	ASSIGN/PRINT
15	Friday	ES/MS	CHOICE cards arrive at schools	MAIL/SCHOOLS
18	Monday	MS	Middle School CHOICE Period Begins	SCHOOLS/PARENTS
20	Wednesday	ES	ES original assignment letters mailed to schools	ASSIGN/MAIL
27	Wednesday	ES	ES original assignment letters distributed by schools	SCHOOLS/PARENTS
March				
1	Friday	MS	Middle School CHOICE Period Ends	SCHOOLS/PARENTS
4	Monday	ES	Elementary CHOICE Period Begins	SCHOOLS/PARENTS
4	Monday	ES	Elementary Kindergarten Registration Period Begins	SCHOOLS/PARENTS
7	Thursday	MS	Deadline for MS data managers to enter CHOICE cards	SCHOOLS
13	Wednesday	MS	MS CHOICE decision letters to Print Shop	ASSIGN/PRINT
13	Wednesday	MS	MS Choice decision upload to PowerSchool	ASSIGN/TECH
15	Friday	ES	Elementary CHOICE Period Ends	SCHOOLS/PARENTS
20	Wednesday	MS	MS CHOICE decision letters mailed to schools	ASSIGN/MAIL
21	Thursday	ES	Deadline for ES data managers to enter CHOICE cards	SCHOOLS
22	Friday	MS	MS Course Registration	SCHOOLS/PARENTS
26	Tuesday	ES	ES CHOICE letters to Print Shop	ASSIGN/PRINT
27	Wednesday	MS	MS distribute CHOICE decision letters	SCHOOLS/PARENTS
29	Friday	ES	ES CHOICE letters mailed to schools	ASSIGN/MAIL
April				
1	Monday	MS	Middle School Out Of Zone Transfer Period Begins	SCHOOLS/PARENTS
1	Monday	ES	ES CHOICE results upload to PowerSchool	ASSIGN/TECH
8	Monday	ES	ES schools distribute choice letters	SCHOOLS/PARENTS
12	Friday	MS	Middle school Out Of Zone Transfer Period Ends	SCHOOLS/PARENTS
22	Monday	ES	Elementary OZ Transfer Period Begins	SCHOOLS/PARENTS
25	Tuesday	MS	Middle OZ decision letters mailed	ASSIGN/MAIL/PARENTS
May				
1	Wednesday	MS	MS deadline to appeal to designee	ADMIN/PARENTS
3	Friday	ES	Elementary OZ Period Ends	SCHOOLS/PARENTS
4	Saturday	ALL	Employee Transfer Fair	HR/ADMIN/SCHOOLS
14	Tuesday	ES	Elementary OZ decisions mailed	ASSIGN/MAIL/PARENTS
14	Tuesday	ES	Elementary OZ decisions upload to PowerSchool	ASSIGN/TECH
16	Thursday	MS	Middle School Choice Appeal Hearing by the BOE	PARENTS/BOE
30	Thursday	ES	ES deadline to appeal to designee	ADMIN/PARENTS
June				
20	Thursday	ES	Elementary School Choice Appeal Hearing by the BOE	PARENTS/BOE

	Magnet
	High School
	Middle School
	Elementary School