

## Upcoming Dates:

- October 26<sup>th</sup>** – Mid-Terms – 2nd and 4th Blocks (Ms. Grigg)
- October 27<sup>th</sup>** – Mid-Terms – 1st and 3rd Blocks (Ms. Grigg)
- October 28<sup>th</sup>** – End of Quarter
- October 31<sup>st</sup>** - Open enrollment for benefits ends. You can schedule an enrollment appointment by visiting: [https://www.myenrollmentschedule.com/cms/?\\_sm\\_au=iVVndnrNpQfB2pLd](https://www.myenrollmentschedule.com/cms/?_sm_au=iVVndnrNpQfB2pLd) To complete your 2017 Health Assessment Wellness Premium Credits & your tobacco attestation to reduce your premium costs, visit [CMS HRInTouch](#).
- October 31<sup>st</sup>** – Optional Teacher Workday. Please enter into Kelly Services (No sub required) and EdClick if you plan to be out. You will use code 20-Annual leave. (Ms. Stallings)
- November 1<sup>st</sup>** – Grades due. All screenshot and verification reports need to be printed, stapled, signed, and dated and turned into Mrs. Johnson-Anthony **by 2:45 pm**
- November 8<sup>th</sup>** – Optional Teacher Workday. Please enter into Kelly Services (No sub required) and EdClick if you plan to be out. You will use code 20-Annual leave. (Ms. Stallings)
- November 8<sup>th</sup>** – Impact Extravaganza @JCSU Drop-In – 10am-2pm
- November 10<sup>th</sup>** – TLC of Math Rigor PD – Session I – Technology, Literacy, & Collaboration @Spaugh PDC – Room A10 (Johnson-Scott)
- November 11<sup>th</sup>** – Holiday. **No action needed** for 10 month employees in Kelly Services or EdClick.
- November 14<sup>th</sup>** – Report Cards Distributed
- November 15<sup>th</sup>** – Achieve 300) Make-up Training – During Planning Periods
- November 16<sup>th</sup>** – C&E Planning PD @RAM Academy (Ms. Boyd)
- November 21<sup>st</sup>** – Achieve 3000 Q&A Drop-In Session during planning periods

### **End of Quarter Grades (from Mrs. Williamson)**

The end of the quarter is approaching us very quickly (Friday, October 28, 2016). If you need help with posting grades or generating the Comment Verification Reports, Ms. Williamson will be in the Media Center for assistance **Monday, October 24 - Thursday, October 27, 2016, the last 45 minutes of each planning period.**

Ms. Williamson has posted the reference materials listed below in the HUHS Technology PD Canvas Course under the PowerSchool Module (Button):

- Q1-End of Grading Period Procedures-Google Slide Presentation
- Q1-Posting Final Grade and Printing the Comment Verification Report-Screencast

All screenshot and verification reports need to be printed, stapled, signed, and dated and turned into Mrs. Johnson-Anthony **by 2:45 pm on Monday, November 1, 2016**