

Spring/Summer 2025 - Synergy Dates & Deadlines



Synergy will be unavailable June 24th at 3PM until June 26th at 6AM

Student records will update to the next school year and grade.

March 17 Elementary Sectioning Season Begins

See also [Elementary Sectioning Timeline](#) & [Elementary Sectioning Principal Memorandum](#)

June 10 (HS) U-GRD502 Promotion by Credit Report: Data Refresh 1 of 3

June 13 (ALL) Updated MP4 Student Schedules Due by 4PM

(MS & HS) SSL Hour Entries Due by 12PM

June 17 (ALL) MP4 Teacher Grades Due (End of Duty Day)

June 18 (ALL) MP4 Grades Due by 12PM

(ALL) Access to Student Grades and Student Grade History Disabled

Grade updating access disabled (Registrars/SDTs). Synergy report card and end of year process begins.

(ALL) Retained Student Data Due

All current grade K to 8 students who will **NOT** be promoted to the next grade and seniors who will not graduate in June must be recorded as **Retained** on Synergy.

(SIS>Student>Student>Other Info tab>Year End Status field>Select Retained)

(ALL) End of School Year Data Attendance Due:

Attendance Data Due

Review student attendance data for accuracy. Data will be used to report habitually truant numbers to MSDE. Corrections to attendance must be recorded.

(ALL) End of School Year Discipline Data Due:

Incident Data Due: All 24-25 in-school suspensions, out-of-school suspensions, in-school interventions, health-related exclusions, and bullying incidents must be recorded in Synergy.

Serious Incidents Data Due: All 24-25 serious incidents should be reviewed and completed. Please refer to the [Serious Incident Management Guide](#) and use the U-IDS705: Serious Incidents report.

- **Submitted** status is set once the school reports & enters an incident in Synergy.
- **Under Review** indicates ongoing investigation and documentation.
- **Completed** indicates a complete incident record with no changes needed.

(Traditional ES) 25-26 HOMEROOM Sectioning Due

Schools that may need additional staff must have homeroom sectioning completed by 6/20.

(Innovative ES) 25-26 ALL Sectioning Due

June 22 (ALL) Final 24-25 Roster File Sent to Performance Matters

June 24 Synergy Unavailable from 3PM

(Innovative ES) 25-26 Platform Syncing Begins

Passwords, Canvas, and other platforms begin to sync based on existing sections.

(HS) U-GRD502 Promotion by Credit Report: Data Refresh 2 of 3

- June 25** **Synergy Unavailable**
- June 26** **Synergy Available by 6AM (with Focus Changed to 25-26 School Year)**
(ALL) Report Cards Mailed Home and posted in Synergy
- June 27** **(MS & HS) Deadline for Schedule Upload**
 See also: [Secondary Scheduling Principal Memo](#), [Preparing for Option Set Upload](#), and [Schedule Upload Directions](#)
- June 30** **(Innovative ES) Grade Books Generated**
(HS) Central High School Summer Programs Begin
(HS) End of Year Transcripts Available
- July 1** **(ALL) U-STU513 Anticipated Enrollment Report Available**
(ALL) Annual Verification will open in ParentVUE
- July 7** **(Innovative ES) Student Transition Day**
- July 8** **(Innovative ES) First Day of School**
- July 10** **(HS) U-GRD704 Distribution Cumulative Averages Report Available**
 Report includes cumulative averages for the class of 2024-2025.
- July 14** **(HS) 25-26 Fall Athletics Online Registrations Opens**
 Parents/guardians can register student-athletes using ParentVUE.
- August 8** **(Traditional ES) ALL Elementary Sectioning Due**
- August 11** **(Traditional ES) 25-26 Platform Syncing Begins**
 MCPS begins to sync with Canvas and other platforms based on existing sections.
(MS) 25-26 Fall Athletics Online Registrations Opens
 Parents/guardians can register student-athletes using ParentVUE.
- August 20** **(ALL) 25-26 Schedules Posted on ParentVUE & StudentVUE (Tentative)**
 See also: [Enabling and Disabling Schedules on ParentVUE and StudentVUE](#)
- August 25** **Student Transition Day**
(HS) U-GRD502 Promotion by Credit Report: Data Refresh 3 of 3
- August 26** **First Day of School**