

OCPS HIGH SCHOOL REPORT CARD TEMPLATE Tutorial

ocps high school report card template is an essential tool for educators, students, and parents within the Orange County Public Schools district to monitor academic progress effectively. A well-designed report card template not only communicates student performance but also encourages transparency, accountability, and motivation for continuous improvement. Whether you're a school administrator aiming to streamline report card creation or a teacher seeking a clear and comprehensive format, understanding the key components of an OCPS high school report card template is crucial. In this article, we will explore the importance of a standardized template, essential features to include, customization options, and tips for maximizing its effectiveness.

Understanding the Importance of an OCPS High School Report Card Template

Standardization and Consistency

Implementing a uniform report card template across all high schools within OCPS ensures consistency in how student information is presented. It helps teachers, students, and parents interpret academic performance uniformly, reducing confusion and misinterpretation. Standardization also facilitates district-wide data analysis, tracking trends, and identifying areas needing improvement.

Efficiency in Report Card Creation

A pre-designed template simplifies the process of compiling and distributing report cards. Teachers can focus more on meaningful feedback rather than formatting or content structure, saving valuable time during busy grading periods.

Legal and Compliance Considerations

OCPS, like other school districts, must adhere to state and federal reporting requirements. A standardized template ensures all necessary information is included, such as student identification, grades, attendance, and comments, thereby maintaining compliance.

Key Components of an OCPS High School Report Card Template

To create an effective report card, certain core components must be incorporated. These elements

ensure clarity, transparency, and comprehensive communication of student progress.

Student Information

- Full Name
- Student ID or Unique Identifier
- Grade Level
- Homeroom or Advisory Class
- School Name and Term/Year

Academic Performance Details

- List of Subjects/Courses (e.g., Math, Science, English, History, Electives)
- Grades or Performance Levels (e.g., A-F, 4.0 scale, Pass/Fail)
- Grade Point Average (GPA) or Cumulative Scores
- Attendance Record (days present, absent, tardy)

Comments and Feedback

- Teacher's Remarks on Academic Performance
- Behavioral Comments
- Areas of Strength and Improvement
- Recommendations for Support or Enrichment

Attendance and Conduct

- Attendance Summary
- Conduct Ratings or Behavior Levels

Parent/Guardian Information

- Contact Details
- Acknowledgment Section for Parental Review

Signatures and Approvals

- Teacher's Signature
- Parent/Guardian Signature (if required)
- Principal or Administrator Approval

Design Elements and Layout Tips for an Effective Report Card Template

A well-organized and visually appealing report card enhances readability and professionalism. Here are some key design considerations:

Clear Section Divisions

Use borders, shading, or spacing to distinguish different sections such as student info, grades, comments, and signatures.

Consistent Formatting

Maintain uniform fonts, font sizes, and color schemes throughout the document for a cohesive look.

Use of Tables

Organize subject grades and attendance data in tabular formats for easy comparison and quick reference.

Incorporate School Branding

Include school logos, mascots, or colors to foster school identity and pride.

Printable and Digital Compatibility

Design templates that are compatible with both print and electronic distribution, such as PDFs or online portals.

Customizing the OCPS High School Report Card Template

While standardization is critical, customization allows schools to tailor report cards to specific needs.

Adding District-Specific Requirements

Incorporate district policies, grading scales, or additional data points mandated by OCPS.

Incorporating Technology

Utilize digital tools or software (like Google Forms, Excel, or specialized student information systems) to generate automated report cards using the template.

Including Additional Metrics

- Standardized test scores
- Extracurricular participation
- Career and technical education (CTE) progress
- Social-emotional learning indicators

Language and Accessibility

Ensure the template supports multiple languages if needed and follows accessibility standards for users with disabilities.

Best Practices for Using an OCPS High School Report Card Template

To maximize the effectiveness of your report card template, consider these best practices:

- **Maintain Accuracy:** Double-check all student data and grades before printing or distributing.
- **Provide Constructive Feedback:** Use comments to motivate students and guide parents in supporting their child's learning.
- **Ensure Confidentiality:** Handle reports securely, especially when distributing electronically.
- **Gather Feedback:** Regularly solicit input from teachers and parents to improve the template's clarity and usefulness.
- **Stay Updated:** Keep the template aligned with district policies and any changes in reporting standards.

Resources for Creating and Accessing OCPS High School Report Card Templates

- **District Website and Portal:** OCPS may provide official templates or guidelines for report card formats.
- **School Administrative Offices:** Often have standardized templates ready for use.
- **Educational Software:** Platforms like PowerSchool, Skyward, or Infinite Campus offer customizable report card modules.

- Template Creation Tools: Use Microsoft Word, Google Docs, Excel, or specialized design software for creating tailored templates.

Conclusion

A well-crafted OCPS high school report card template serves as a vital communication bridge among students, parents, and educators. By incorporating essential components, adhering to design best practices, and allowing for necessary customization, schools can ensure that report cards effectively reflect student performance and foster a supportive learning environment. Whether you are designing a new template or refining an existing one, prioritizing clarity, accuracy, and accessibility will help maximize its impact, ultimately contributing to improved educational outcomes within the OCPS district.

OCPS High School Report Card Template: A Comprehensive Guide for Educators and Parents

ocps high school report card template has become a vital tool in the educational landscape of Orange County Public Schools (OCPS). As schools strive for transparency, consistency, and clarity in communicating student achievements, the report card template serves as a cornerstone for assessing academic progress, behavioral development, and overall student engagement. This article explores the key features, design considerations, and practical applications of the OCPS high school report card template, providing educators and parents with a detailed understanding of its importance and effective utilization.

Understanding the Purpose of the OCPS High School Report Card Template

Bridging Communication Between Schools and Families

At its core, the OCPS high school report card template functions as a communication bridge between educators and families. It offers a structured format to convey student performance, strengths, areas for improvement, and behavioral conduct over a specified period—typically a semester or academic year. An effective report card ensures that parents can understand their child's progress beyond mere letter grades, fostering meaningful conversations about educational needs and support strategies.

Promoting Academic Accountability and Transparency

The report card template also promotes accountability within the educational system. By standardizing the way student grades and assessments are presented, OCPS ensures consistency across schools. This transparency helps prevent discrepancies and provides a clear basis for students, parents, and teachers to set goals, monitor growth, and identify areas requiring

intervention.

Supporting Data-Driven Decision Making

In an era increasingly driven by data, the report card acts as a diagnostic tool. It aggregates diverse performance metrics—academic scores, attendance, participation—to inform decisions on instructional strategies, resource allocation, and student support programs. When designed thoughtfully, the template can highlight trends and patterns that might otherwise go unnoticed.

Core Components of the OCPS High School Report Card Template

A well-designed report card template contains several essential sections, each serving a specific purpose. Below, we detail these components, emphasizing their roles and best practices for presentation.

Student Information

This section provides basic identification details, including:

- Student's full name
- Student ID number
- Grade level
- Homeroom or advisory class
- School name and contact information
- Reporting period (e.g., Fall 2023, Semester 1)

Including this data ensures that the report is correctly attributed and easily referenced in records.

Academic Performance

The heart of any report card, this section details the student's performance in each subject area. Typically, it includes:

- Subject titles (e.g., Mathematics, Science, English)
- Grades or marks based on a standardized scale (e.g., A-F, 0-100, proficiency levels)
- Teacher comments or notes for context
- Attendance records related to each subject or overall attendance

Design considerations:

- Use clear, legible fonts
- Incorporate color coding for easy interpretation (e.g., green for excellent, yellow for satisfactory, red for needs improvement)
- Allow space for qualitative feedback

Grading Scale and Performance Indicators

To help interpret grades, the template should clearly display the grading scale, such as:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Needs Improvement
- F = Failing

Alternatively, some schools use proficiency levels or standards-based grading, which might include descriptors like "Progressing," "Proficient," or "Advanced."

Behavior and Conduct

Academic success is intertwined with behavioral development. This section typically assesses:

- Attendance and punctuality
- Participation and engagement
- Respectfulness and cooperation
- Responsibility and independence

Using a standardized rubric (e.g., Excellent, Satisfactory, Needs Improvement) helps maintain consistency.

Comments and Recommendations

Space for teachers to provide qualitative insights into the student's progress, including:

- Academic strengths
- Challenges
- Suggestions for improvement
- Notable achievements

This personalized feedback can motivate students and inform parents about specific areas to focus on.

Summary and Overall Performance

A consolidating section that offers:

- An overall grade or performance level
- A narrative summary highlighting key accomplishments and concerns
- Goals for the next reporting period

Design Considerations for an Effective OCPS Report Card Template

Creating a report card template that is both technical and reader-friendly requires attention to several design principles.

Clarity and Readability

- Use simple language understandable by parents and guardians.
- Incorporate headings, subheadings, and bullet points for easy navigation.
- Maintain adequate spacing to prevent clutter.

Consistency Across Schools

- Standardize the format and grading scales to ensure uniformity.
- Use uniform color schemes and fonts.
- Establish clear guidelines for teachers on how to fill out each section.

Accessibility and Inclusivity

- Ensure the template is accessible for individuals with disabilities (e.g., screen-reader compatible).
- Provide translations or bilingual versions if necessary, considering the diverse student population.

Digital Compatibility and Printable Versions

- Design the template to be easily printable in PDF format.
- Ensure compatibility with digital platforms for online reporting.
- Incorporate interactive features if used electronically (e.g., fillable fields).

Implementing the OCPS High School Report Card Template: Best Practices

Effective implementation of the report card template involves strategic planning and stakeholder engagement.

Training Educators and Staff

- Conduct professional development sessions on how to accurately and consistently fill out the template.
- Clarify grading standards and feedback language.

Engaging Parents and Guardians

- Distribute guides explaining how to interpret the report card.
- Offer opportunities for Q&A sessions to address concerns.

Monitoring and Continuous Improvement

- Collect feedback from teachers and parents regarding the clarity and usefulness of the report cards.
- Regularly review and update the template to reflect changes in curriculum standards or feedback.

Advantages of a Well-Designed OCPS High School Report Card Template

When executed properly, a comprehensive report card template offers numerous benefits:

- Enhances transparency and trust between schools and families.
- Provides clear benchmarks for student achievement.
- Facilitates early identification of academic or behavioral issues.
- Promotes student motivation through clear goal-setting.

- Supports data analysis for district-wide educational planning.

Conclusion: The Future of Student Reporting in OCPS

The ocps high school report card template exemplifies how systematic, well-structured documentation can bridge communication gaps and elevate educational standards. As OCPS continues to adapt to technological advancements and evolving pedagogical strategies, the report card template will likely become more dynamic?integrating digital dashboards, real-time data access, and personalized feedback features. For educators and parents alike, understanding and leveraging this tool effectively is essential in fostering an environment that prioritizes student growth, accountability, and shared responsibility in education.

By prioritizing clarity, consistency, and inclusivity, the OCPS high school report card template can continue to serve as a reliable cornerstone of student assessment and communication, ultimately contributing to a more transparent and supportive educational community.

Question What is the OCPS High School Report Card Template used for? The OCPS High School Report Card Template is used to provide a standardized format for reporting student academic performance, attendance, behavior, and other key metrics within Orange County Public Schools. **Where can I find the latest OCPS High School Report Card Template?** The latest OCPS High School Report Card Template can be accessed through the official Orange County Public Schools website or through the school's administrative portal. **Can parents customize the OCPS High School Report Card Template?** Typically, the report card template is standardized across schools, but certain sections may be customized to include specific student achievements or notes by teachers or administrators. **What information is usually included in the OCPS High School Report Card Template?** It generally includes student grades, attendance records, behavior reports, teacher comments, and overall academic performance summaries. **Is the OCPS High School Report Card Template available for digital download?** Yes, the template is often available as a downloadable PDF or Excel file on the OCPS website for school staff and in some cases, for parents and students. **How can teachers ensure the accuracy of the OCPS High School Report Card Template?** Teachers should verify all student data, grades, and comments before finalizing the report card, and utilize the provided template guidelines to ensure consistency and accuracy. **Are there any recent updates to the OCPS High School Report Card Template?** Updates are periodically made to align with district policies and educational standards, so it's advisable to check the official OCPS website for the most current version. **How does the OCPS High School Report Card Template support student progress monitoring?** The standardized format allows for easy comparison of performance over time, helps identify areas needing improvement, and facilitates communication between teachers, students, and parents. **Can schools modify the OCPS High School Report Card Template for special education students?** Yes, schools can adapt the template to include specific accommodations, goals, and progress notes relevant to individual education plans (IEPs) for special education students.

Related keywords: OCPS report card template, high school report card, Florida school report card, student grade report, school performance report, student progress report, report card template PDF, high school grade sheet, OCPS student report, school report card format

Ocps Payroll Schedule

ocps payroll schedule is an essential aspect for employees, administrators, and stakeholders involved with the Orange County Public Schools (OCPS). Understanding the payroll schedule helps ensure timely salary payments, proper planning, and compliance with district policies. This comprehensive guide provides an in-depth overview of the OCPS payroll schedule, including key dates, pay periods, payment methods, and important tips to stay informed.

What is the OCPS Payroll Schedule?

The OCPS payroll schedule outlines the specific dates when employees are paid during the school year. It details the frequency of pay periods, the exact pay dates, and the procedures for processing payroll. As one of the largest school districts in Florida, OCPS maintains a structured payroll system to accommodate thousands of teachers, staff, administrators, and support personnel.

The schedule is designed to ensure that all employees receive their paychecks accurately and on time, whether they are full-time, part-time, or substitute staff. Understanding this schedule is vital for personal financial planning and for maintaining a smooth workflow within the district.

Key Features of the OCPS Payroll Schedule

Frequency of Payments

OCPS generally follows a bi-weekly pay schedule, meaning employees are paid every two weeks. This results in 26 pay periods throughout the year, with some adjustments during holidays and school breaks.

Pay Periods

Each pay period covers a specific span of days during the school year or summer months. Typically, the pay periods are structured as follows:

- Start Date ? End Date

- Example: August 1 ? August 14
- Next: August 15 ? August 28

The exact dates can vary slightly from year to year, but the district publishes the schedule well in advance.

Pay Dates

Employees are usually paid on the Friday following the end of each pay period. For example, if a pay period ends on August 14, the paycheck is typically issued on the Friday of that week, which would be August 18.

Detailed Breakdown of the OCPS Payroll Schedule

Annual Payroll Calendar

The OCPS payroll calendar aligns with the school district's academic calendar, holiday schedule, and state mandates. It includes:

- Start and end dates for each pay period
- Pay dates
- Important deadlines for timesheet submissions and adjustments
- Holidays and non-pay days

Sample Payroll Schedule for a Typical Year

While the exact dates vary annually, a typical schedule might look like this:

- Pay Period 1: August 1 ? August 14; Pay Date: August 18
- Pay Period 2: August 15 ? August 28; Pay Date: September 1
- Pay Period 3: August 29 ? September 11; Pay Date: September 15
- ?
- Pay Period 26: June 16 ? June 30; Pay Date: July 6

Note: The schedule accounts for summer breaks and holidays, with some adjustments made to accommodate school closures.

How to Access the OCPS Payroll Schedule

Employees can access the payroll schedule through various channels:

- **Official OCPS Website:** The district's Human Resources or Finance department often posts the annual payroll calendar on their websites.
- **Employee Portal:** OCPS employees have access to an employee self-service portal where payroll information, including schedules, is available.
- **Administrative Notices:** Payroll schedules are often distributed via email or staff meetings at the start of each school year.
- **Contact HR:** For specific questions or clarifications, contacting the OCPS HR department is recommended.

Important Tips for Employees Regarding the OCPS Payroll Schedule

Stay Informed and Mark Your Calendar

Knowing the exact pay dates helps employees plan their finances effectively. Mark upcoming pay dates on your personal calendar or set reminders.

Verify Your Paycheck

Always review your paycheck to ensure it reflects the correct hours, deductions, and pay rate. If discrepancies arise, contact the payroll department promptly.

Understand Paystub Details

Your paystub provides information about gross pay, deductions, taxes, and net pay. Familiarize yourself with these details to avoid surprises or misunderstandings.

Plan for Holidays and Breaks

During holiday breaks or school closures, payroll processing might be adjusted. Confirm these dates to anticipate any changes in pay timing.

Use the Employee Portal Effectively

The portal often provides access to pay history, tax documents, and direct deposit settings. Keeping your information current ensures seamless payments.

Special Considerations for Substitute and Part-Time Staff

Substitute teachers and part-time employees may have different payroll processing schedules. Typically, they are paid on the same bi-weekly cycle but might have specific requirements or delays.

Key points include:

- Ensuring timesheets or substitute logs are submitted on time
- Verifying pay rates specific to substitute or part-time roles
- Being aware of any adjustments during school breaks or special circumstances

Adjustments and Exceptions in the OCPS Payroll Schedule

Occasionally, the payroll schedule may be adjusted due to:

- Holidays falling on or near pay dates
- School closures or emergencies
- Technical issues or system upgrades

In such cases, OCPS communicates these changes promptly through official channels to ensure employees are well-informed.

Understanding Direct Deposit and Pay Options

Most OCPS employees opt for direct deposit for convenience and security. The payroll schedule aligns with the processing times needed for direct deposits to appear in bank accounts.

Benefits include:

- Faster access to funds
- Reduced risk of lost or stolen checks
- Automatic deposits on pay dates

Employees should verify their banking information annually to prevent delays or errors.

Conclusion

A clear understanding of the **OCPS payroll schedule** is crucial for timely financial planning and peace of mind. By staying informed about pay periods, pay dates, and related procedures, employees can avoid potential issues and ensure their compensation process runs smoothly.

Always refer to official OCPS communications and resources for the most accurate and updated payroll information. Whether you're a teacher, administrator, or support staff, knowing your payroll schedule empowers you to manage your finances confidently throughout the school year and beyond.

OCPS Payroll Schedule: Understanding the Payroll System of Orange County Public Schools

Introduction

OCPS payroll schedule is a critical component of the operational framework that ensures employees of the Orange County Public Schools (OCPS) district are compensated accurately and on time. As one of the largest school districts in Florida, OCPS manages a complex payroll system designed to meet the diverse needs of its staff, which includes teachers, administrative personnel, support staff, and contracted workers. Understanding how the OCPS payroll schedule works is essential not only for employees planning their finances but also for stakeholders seeking transparency and efficiency in public education administration. This article delves into the intricacies of the OCPS payroll schedule, exploring its structure, processing timelines, and important considerations for employees.

The Importance of a Reliable Payroll Schedule

A well-structured payroll schedule is fundamental for maintaining employee trust, ensuring compliance with legal and financial regulations, and fostering organizational stability. In the context of OCPS, a district serving over 200,000 students and employing thousands of staff members, a predictable payroll cycle helps streamline financial planning, reduces errors, and supports timely payment of wages and benefits.

Overview of OCPS Payroll Schedule

What Is the OCPS Payroll Schedule?

The OCPS payroll schedule refers to the predetermined timeline used by the district to process and disburse employee wages, salaries, and benefits. It specifies the pay periods, payroll processing dates, and pay dates, providing clarity for staff on when to expect their earnings.

Typical Payroll Cycle

OCPS generally operates on a bi-weekly payroll cycle, which means employees are paid every two weeks. This schedule aligns with standard practices across many public and private organizations and facilitates consistent cash flow management.

Key Features of the OCPS Payroll Schedule:

- Bi-weekly payments: Employees receive paychecks every other week.
- Consistent pay dates: Payments are typically made on the same day each pay period, often on the Friday following the end of the pay period.
- Advance notices: Employees are informed in advance of any changes or specific dates related to payroll.

How the OCPS Payroll Process Works

- Payroll Periods and Cutoff Dates

Each payroll cycle begins with the start of a pay period, usually lasting 14 days. The district sets specific cutoff dates to determine which hours, leave, or earnings are included in that cycle.

Example of a typical payroll timeline:

- Pay Period: Sunday, 12:00 a.m. to Saturday, 11:59 p.m.
- Cutoff Date: The last day to record hours or leave for that pay period, often on a Saturday or Sunday.
- Processing Window: The district's payroll department processes the data, verifies accuracy, and resolves discrepancies during the following week.

- Data Collection and Verification

During the processing phase, payroll specialists compile data from various sources:

- Timekeeping systems for hourly employees.
- Attendance records.
- Leave requests and sick/vacation days.
- Overtime and supplemental pay.

Accuracy verification is critical to prevent errors such as underpayment or overpayment.

- Payroll Processing and Approval

Once all data are collected and verified, the payroll is processed through the district's payroll software. The process involves:

- Calculating gross pay.
- Deducting taxes, retirement contributions, health insurance premiums, and other withholdings.
- Finalizing net pay amounts.

The processed payroll then undergoes approval by designated administrators to ensure compliance with policies and legal requirements.

- Disbursement of Funds

After approval, OCPS disburses payments via electronic transfer, commonly through direct deposit. The paychecks are typically available on the scheduled pay date, often on a Friday, providing employees with immediate access to their earnings.

Key Dates in the OCPS Payroll Schedule

| Event | Typical Timing | Details |

| --- | --- | --- |

| Start of pay period | Every other Sunday | Beginning of the 14-day cycle |

| Pay period cutoff | Usually on Saturday or Sunday | Last day to record hours for the period |

| Payroll processing | Following week | Verification and processing of data |

| Pay date | Usually the Friday following the pay period end | When employees receive their pay |

Note: Specific dates may vary slightly depending on holidays or district policies. Employees are encouraged to consult official OCPS communications for precise schedules each year.

Special Considerations for OCPS Employees

- Payroll Adjustments and Corrections

Occasionally, errors may occur, such as incorrect hours worked or misapplied deductions. OCPS

has procedures in place for employees to request payroll corrections promptly. Employees should contact the payroll department if discrepancies arise to ensure adjustments are made before the next pay cycle.

- Pay Schedule During Holidays and Breaks

During holidays, the district may adjust the payroll processing schedule to accommodate closures. For example:

- If the regular pay date falls on a holiday, payment may be issued on the preceding or following business day.
- During summer or winter breaks, the district may modify payroll schedules for seasonal or substitute staff.

- Direct Deposit and Pay Stub Access

Most OCPS employees receive their pay via direct deposit, which ensures rapid and secure transfers. Additionally, employees can access their pay stubs online through the district's payroll portal, providing transparency and record-keeping.

How to Stay Updated on OCPS Payroll Schedule Changes

Employees should regularly check official OCPS communications, such as:

- District email notifications.
- The district's intranet or payroll portal.
- Staff meetings or HR updates.

Changes to the payroll schedule, such as adjustments for holidays or unforeseen circumstances, will be communicated well in advance to prevent confusion.

Conclusion

The OCPS payroll schedule is a vital framework that ensures employees of Orange County Public Schools are paid accurately and on time. Its structured bi-weekly cycle, clear timelines, and reliance on automated processing support the district's commitment to operational excellence. For employees, understanding the payroll schedule enables better financial planning and ensures they

can access their earnings without issues. As the district continues to adapt to evolving needs and technological advances, maintaining transparency and efficiency in payroll processing remains paramount for fostering trust and stability within the OCPS community.

Final Thoughts

Whether you're an educator, district staff, or support personnel, staying informed about your payroll schedule is essential. Always verify your pay dates, review pay stubs for accuracy, and communicate promptly with the payroll department if issues arise. With a reliable schedule in place, OCPS continues to uphold its commitment to supporting its dedicated staff and ensuring a smooth educational environment for students.

Note: For the most current and specific payroll schedule details, employees should refer to official OCPS resources or contact the district's payroll office directly.

Question What is the typical payroll schedule for OCPS employees? OCPS generally processes payroll biweekly, with paychecks issued every two weeks on specific designated days, such as Fridays. However, it's best to consult the official OCPS payroll calendar for exact dates each year. **Answer** How can I access my OCPS payroll schedule online? You can access your OCPS payroll schedule through the Employee Self-Service portal on the OCPS website or by contacting the HR or payroll department for the latest schedule and related updates. Are there any holidays that affect the OCPS payroll schedule? Yes, if a scheduled pay date falls on a holiday, the payroll is typically processed a day earlier. OCPS publishes a payroll calendar each year that highlights these adjustments, so employees should review it regularly. What should I do if I didn't receive my paycheck on the scheduled payroll date? If you did not receive your paycheck on the scheduled date, contact the OCPS payroll or HR department promptly to report the issue and get assistance in resolving any delays or errors. Does OCPS offer any pay schedule options for different employee groups? Most OCPS employees follow the standard biweekly payroll schedule, but some groups, such as substitutes or special programs, may have different arrangements. It's recommended to verify your specific schedule with your supervisor or HR representative.

Related keywords: OCPS payroll schedule, Orlando County Public Schools pay dates, OCPS pay calendar, OCPS payroll deadlines, OCPS employee pay schedule, OCPS payroll processing, OCPS pay period dates, OCPS salary timetable, OCPS pay cycle, OCPS direct deposit schedule

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