








2018-2019 Master Schedule Development Timeline for Site Managers

October-November 2017	December 2017	December - January 2018	January 2018	February 2018	March 2018	March 2018	March - April 2018	April 2018
<p>10/2/17 - 11/13/17 Enrollment Options Applications</p> 	<p>12/11/17 2017 - 2018 school year initialized by IT.</p> <p>Sites can begin to Input course requests at all grade levels</p> <p>12/5/2017 Master Schedule Information at Secondary Principal Operation Meeting.</p>	<p>Development of articulation resources and outreach visits to all feeder schools</p> <p>Master Schedule Team builds a draft of their sites Master Schedule with equity, access and supports for all students.</p> <p>Articulation and input of course requests into PowerSchool.</p>	<p>1/10 Course Management Training (morning or afternoon session) Register in ERO</p> <p>1/11, 1/24, 1/25 Open Labs to support course request management Register in ERO</p> <p>January 2018 Site Based Budget (SBB) released by Budget Office</p> 	<p>2/14, 2/21, 2/27 Open Labs to support course request entry Register in ERO</p> <p>2/22 (NEW) Introduction of PowerSchool Master Schedule Build For anyone who is new or needs refresher to build master schedule inside PowerSchool Register in ERO</p> <p>3/6, 3/7, 3/8 Open Labs to support course request entry (morning or afternoon) Register in ERO</p> <p>School CHOICE lists for schools available (including Magnet, VEEP, Choice and PISC)</p> <p>2/9 Principal submits SBB and confirms tentative staffing plan (Area Supt. may request earlier.)</p>	<p>3/1, 3/6 (NEW) Introduction of PowerSchool Master Schedule Build For anyone who is new or needs refresher to build master schedule inside PowerSchool Register in ERO</p> <p>3/6, 3/7, 3/8 Open Labs to support course request entry (morning or afternoon) Register in ERO</p> <p>HR collects "excess" and vacancy data to meet SDEA tentative agreement deadline</p>	<p>Hosted at IMC:</p> <p>3/13 and 3/15 M.S. and PK-8 OR 3/14 and 3/16 M.S. and PK-8</p> <p>3/15 and 3/16 H.S OR 3/19 and 3/20 H.S.</p> <p>PowerSchool Master Schedule Building Workshop 2 day workshops at IMC for Administrators, Counselors & Site Tech's Only Principal registers in ERO for the team.</p>	<p>Site Tech builds schedule according to specifications provided by site Master Schedule Team.</p> <p>In Partnership with Admin, Counselors adjust course request changes and enroll new students.</p> <p>Counselors verify correct placement by reviewing transcripts, receiving teacher input and resolving conflicts</p>	<p>4/12, 4/18, 4/24, 4/25 Open Labs available for building and troubleshooting master schedule.</p> <p>Scheduler runs and revisions are made to increase percentage of students with complete schedules. Register in ERO</p> 
May 2018	June 2018	August 2018	August 2018	August 2018	August 2018	KEY ITEMS:		
<p>5/2, 5/9, 5/10, 5/15, 5/16, 5/24, 5/25, 5/30 Open Labs available for building and troubleshooting master schedule. Register in ERO</p> <p>In Partnership with Admin, Counselors continue to verify correct placement by reviewing transcripts, receiving teacher input and resolving conflicts. Students are consulted regarding any alternate courses.</p> <p>End of May Hold Student Schedules Preview Day</p>	<p>6/5, 6/8, 6/20, 6/22, 6/26, 6/28 Open Labs for building & troubleshooting master schedule Register in ERO</p> <p>Revisions to master schedule and student placement based upon semester grades.</p> <p>"Committing" the schedule is not recommended due to changes that occur throughout the summer</p>	<p>8/1 Preferred deadline for early "committing" of schedule. School may choose to "commit" from 8/1 - 8/22 with support from IT.</p> <p>8/22 Credentialed staff return.</p> <p>8/22 Final day to "commit" schedule; hand balancing and enrollment from this point forward.</p>	<p>8/24 Final balancing of all classes.</p> <p>Counseling Office closed to new enrollees; schedules printed for distribution on Monday.</p> <p>Help Desk on alert for individual assistance</p> 	<p>8/25, 8/26 Weekend "buffer" for schools with delayed process.</p> <p>No services provided by district.</p> <p>Plan ahead.</p>	<p>Monday, August 27 School begins. Class schedule distribution.</p> <p>Help Desk support as needed.</p> 	<ul style="list-style-type: none"> The "PowerSchool Master Schedule Workshops" calendared in March, will cover the pros and cons of "copying" a school's 17-18 Master Schedule. If you plan to choose this option for the 18-19 scheduling year, you must meet with IT Staff for guidance through this process. Reference "Master Schedule Fact Sheet for Principals" for important deadlines and action items to be completed before the March PD. Verification of Course Requests: Counselors should verify that <u>ALL</u> students have <u>ACCURATE</u> and <u>FULL</u> courses requests <u>prior to leaving in June</u>. This includes new students that pre-registered. Preview Day: It is recommended that sites host a course request preview day. Students receive their complete course requests (end of May) and have opportunity to see a Counselor to make adjustments prior to June 1. Last Day of School: All students in PowerSchool should have complete and verified course requests. PowerSchool Reports can be run to see if student requests are complete. <p>August 2018: Minor changes to a student's course requests. Changes to a student's course request should only be due to summer school grades or new students adding. This should be completed prior to your school's "commit" day to give time to fix master schedule and move students (if necessary).</p>		