

Scheduling Process for SY 2019-2020

November 16, 2018 (Friday)

- Program of Study booklet due (Rob Reed)

November 30, 2018 (Friday)

- Middle School (7-8) Program of Study booklet due (Tentative)

December 7, 2018 (Friday)

- High School Program of Study booklet final approval (Rob Reed, Matt Friedman, & schedulers)
- Course identification sheets approved by schedulers, Kristie Burk, and Rob Reed

January 4, 2019 (Friday)

- Program of Study booklet delivered in print and on-line via link on school webpage (Web-master)

January 7, 2019 (Tuesday)

- Meeting with high school and middle school counselors/schedulers
- **HS Schedulers eS+ read only access to 8th grade student academic records**
- **MS (7/8) Schedulers eS+ read only access to current 6th and 7th grade student academic records**
- **6GC Counselor and Principal eS+ read only access to current 5th grade student academic records**
- **Online transcript for teachers to view their students**

January 11, 2019 (Friday)

Letter home to parents

January 16, 17, 18, 22, 2019 (Wednesday through Tuesday)

- Middle School Presentations
- High Schools deliver course identification sheets to Middle Schools
- 7/8 Middle Schools deliver course identification sheets to Marsh Creek and home building.
- 6GC Presentation by Middle School Administration (Jan 22)

January 22, 2019 (Tuesday)

- DHSW Parent Meeting

January 24, 2019 (Thursday)

- DHSE Parent Meeting

January 23, 24, 25, and 28, 2019 (Wednesday through Monday)

- High School Presentations
- Middle School (7/8) Presentations

January 24, 2019 (Thursday)

- **Schedulers and Rob Reed meet with Technology to verify the course catalog in eSchools, courses each grade of students can choose for online course selection, and what options teachers have for recommendations in eSchools.**

January 30, 2019 (Wednesday)

- LMS Parent Meeting - evening

January 30, 2019 (TBD)

- DMS Parent Meeting – evening

January 31, 2019 (Thursday)

- STEM current student parent night

January 25 - Feb 1, 2019 (Friday – Friday)

- Teachers' recommendations to students regarding next year's course selection
- Course identification sheets sent home with MC students; parents informed in mass email.
- Close teacher recommendation access at 4:00 pm on 2/1/19

February 1, 2019 (Friday)

- **High School schedulers have access to Home Access Center to view course recommendations.**
- Teacher recommendations rolled into requests.

February 4, 2019 (Monday)

- MC6 Email/web tutorial sent home electronically to Grade 5 parents

February 4, 2019 (Monday) - February 11, 2019 (Tuesday)

- Parent portal opened for on-line course selection
- CURRENT 6th, 7th, 8th, 9th, 10th, 11th GRADE students will have access to go On-line to complete course selection sheet electronically (Technology)
- Distribution of on-line direction sheets including student ID

February 4, 2019 (Monday) – February 8, 2019 (Thursday)

- Provide in-house electronic access for students without access at home

February 12, 2019 (Tuesday)

- STEM welcome night for new students and parents.

February 18 – 22, 2019 (Monday – Friday)

- STEM counselors visit middle schools for course selection

February 19, 2019 (Tuesday)

- **MC6 - HAC opens for World Language/Music**
- **MC6 - Encore selections for Grade 5 parents**

February 26, 2019 (Tuesday)

- Final date for counselors to review schedules before verifications are generated and printed at buildings
- **MC6 HAC selections close for World Language/Music/Encores.**

February 28, 2019 (Wednesday)

- Schedulers run verifications and high/low's.

March 1, 2019 (Friday)

- **Master Schedule PDF files created and sent to Rob Reed for 6 secondary schools.**

March 4, 2019 – March 8, 2019 (Monday through Friday)

- Teachers will review and update their recommendations.

March 8, 2019 (Friday)

- Students' final opportunity to make schedule changes through the counselors. After this date, change requests may not be possible. Building generates tallies and other reports to schools.
- **Simple tally reports generated and sent to Rob Reed at 4:00 pm.**
- **All student course requests stop in eS+ due to conversion to Infinite Campus.**

March 13, 2019 – March 15, 2019 (Wednesday and Friday) (Dr. Reed)

- Staffing meeting for secondary school principals to view schedule proposals

March 26, 2019 (Tuesday)

- ~~Board Curriculum Committee Meeting to obtain approval for new staffing positions~~

April 8, 2019 (Tuesday)

- Building Leaders turn in teaching schedule recommendations

April 23, 2019 (Tuesday)

- Staffing discussion with Human Resources (tentative: PM meeting recommended)

May 6, 2019 (Monday)

- **Verification Run**
- **HS teachers review their recommendations and student selections**
- **MS teachers review their recommendation and student selections**

May 31, 2019 (June 8th is the tentative last day of school) (Friday)

- Student verification will be available to students. Distribution process TBD.
- **Does not apply to Middle School**

