SCHEDULING - PRE-SCHEDULE CHECKLIST

The overall approach to scheduling involves multiple steps. These steps involve the careful establishment of core parameters. The following checklist will assist in determining the necessary scheduling parameters.

Pre- Scheduling Checklist

Scheduling Contact:
District: ________________________________
Building: ________________________________
Expected Completion Date: ________________________________

Contact Info
Name/Position: ________________________________ Phone/Email ________________________________
Name/Position: ________________________________ Phone/Email ________________________________

Establish Roles for the Scheduling Process
Who will be doing the data entry (counselor, student, teacher, etc.) ________________________________
Who will supervise student course requests ________________________________
Who will resolve staffing questions ________________________________
Who handles scheduling technical support ________________________________

Determine the Schedule Framework (School Setup)

Periods
How many periods ________________________________ Is there a 0 period (HMRM) ________________________________
Are additional periods necessary ________________________________ If so, how many ________________________________

Do you block schedule classes

Establishing a Scheduling Methodology (Choose One)

Build the master schedule manually and schedule students using the Mass Class Assignment tools
Build the master schedule manually and use the scheduling system to schedule the students into classes
Use the Master Schedule Builder to build the master schedule and then use the scheduling system to schedule the students into classes.
Other. Please specify:

Establish a Scheduling Strategy

Teachers
Sections with teachers pre-loaded in Resource Classes
Assign teachers by department (Resource Classes)

Assign teachers to sections

**Rooms**
Sections with rooms pre-loaded in Resource Classes

Assign rooms by department (Resource Classes)

Assign rooms to sections

**Student Course Request Entry plan**
Mass Course Assign students to anticipated course requests

Clerical entry from paper course requests

Guidance during meeting with students for elective courses only

Guidance during meeting with students for complete course requests

Students in a supervised setting

Teachers enter ‘recommended’ course requests

**School Setup**

<table>
<thead>
<tr>
<th>Period Times (Max 20) / Time Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

**Day Cycle (Max 8)**

<table>
<thead>
<tr>
<th>Please List Patterns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester dates</th>
<th>Name</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Establish a Scheduling Strategy

Teaming
Inclusion
Gender Balancing
Ethnicity Balancing
Special Ed Balancing
Seat Loading Factor (if yes, what %)
Labs & lectures in one class
Will lab grade be incorporated into lecture grade
Will attendance be taken for each period of a blocked class
Alternate year electives offered as an option
Build classes without rooms
Build classes without teachers
Have any attendance policies been changed
Have any grading policies been changed
Has anything changed from last year’s settings

**If Yes, explain**

---

**ESTABLISH A SCHEDULING TIMELINE**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date Due</th>
<th>Date Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>When will the final decision regarding which courses to offer be made?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will the school setup be complete (scheduling framework)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will the choice sheets be distributed and returned?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will course requests be reviewed for accuracy and the relevant reports reviewed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will the students be scheduled into class?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will the final add/drop cleanup be completed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will student schedules be finalized and distributed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>