

Revised Scheduling Process
Submitted from School Development Committee
12/06

- October Counseling Department sends out to each department for review the Master Course Description Booklet. At this time each department needs to review their course descriptions and think about any changes to existing courses, and any new courses they want to propose.
- November Department Chairs should give to Counseling Department suggested revisions to the Master Course Description Booklet, and a list of the courses to be offered for the next school year. Department Chairs should bring to the Chairs Meeting any new course proposals for approval. If approved at the meeting, new course proposals should be passed on to the Counseling Department to be put into the Master Course Description Booklet.
- December Counseling Department will complete and distribute to departments the Course Description and Offerings Booklet which will be used during the registration process for the next school year.
- January 1 Begin AP selection.
- January 15 Complete AP selection. (letters sent)
- February 1 Student course selection using a request list with teacher counsel for next departmental course; completed with parent signature; students select alternative courses and prioritize choices.
- February Determine number of sections per course based on student selection. (administrative decision)
- March Build master schedule based on student selection and the number of sections determined.
- March/April Work out individual student schedule conflicts using priority list and individual counseling.
- May Tentative schedules distributed to students.