

***2015-2016 Timeline for High School and Middle School Course Catalog and Registration
for the 16-17 school year***

<u>Completion date</u>	<u>Action</u>
October 1, 2015	All middle school counselors will have access to register high school students.
October 31, 2015	High school and middle school course catalog will be finalized.
November 17, 2015	Duluth Public School Board will be informed of any changes to the course supplement and catalogs.
November 17, 2015	2016-2017 Duluth Public Schools Calendar approved by the school board.
December 4, 2015	Course catalog will be printed and delivered to high schools and middle schools.
December 10, 2015	2016-2017 Duluth Public School Calendar completed and approved by the school board.
December 11, 2015	2016-2017 Course Registration Supplement, 2016-2017 High School Course Registration Guide and 2016-2017 Middle School Course Catalog printed and distributed to all high schools and middle schools.
January 15, 2016	Technology personnel will input all students into their new grade and buildings in Infinite Campus.
January 20, 2015	The portal will be opened for students entering sixth, seventh, eighth and ninth grades.
February 1, 2016	Middle School counselor will register fifth grade students.
February 5, 2016	Sixth and seventh grade students will register for middle school courses.
February 8, 2016	Registration opens for all students entering tenth, eleventh, and twelfth grades.
February 12, 2016	Orientation evenings with new students and parents at Denfeld and East High Schools.
February 19, 2016	Registration and meetings of eighth grade students at the middle school will be completed.
February 21, 2016	Window will be closed for student registrations at the high schools.
February 29, 2016	Student registration numbers will be finalized by counselors and principals.
March 4, 2016	Site full-time staff allocations finalized.
March 11, 2016	Identified site staffing needs are communicated to Human Resources.
April 1, 2016	Declaration of Retirement for certified and noncertified staff made to Human Resources.
April 1, 2016	Preliminary master schedules will be established at middle and high schools.
June 1, 2016	District textbook and supplemental curriculum material shortages will be identified and ordered.
June 17, 2016	Staffing is completed for all courses at middle and high schools.