

## Course Guide Timeline

The timeline below lists pertinent dates of the course guide development for 2005-06. Teachers, counselors, program directors and principals have been involved in the process. Student interest, available teacher units and additional supplies have been considered during the course guide development process.

### **Review Current offerings/descriptions:**

- August 17, 2004 – Lead Counselors begin reviewing Section A (pgs. 1-22)
- August 19, 2004 – Program Directors receive applicable course guide descriptions to review
- August 25, 2004 – Secondary Department Heads receive applicable course guide descriptions to review

### **Content Specific Review**

- September - Fine Arts course guide meeting
- September 7, 2004 –CTE course guide meeting
- September 9, 2004 – English course guide meeting
- September 13, 2004 –Science course guide meeting
- September 21, 2004 – Social Studies course guide meeting
- September 22, 2004 – Math course guide meeting

### **Final Review**

- October 13, 2004 – Principal Review
- October 14-15<sup>th</sup>, 2004 – Content representative contacted if necessary
- October 19<sup>th</sup>, 2004 – Registration Development with Counseling
- October 20<sup>th</sup>, 2004 – Final Department Head Review
- October 27<sup>th</sup>, 2004 – Final Principal Review

### **Board Approval and Printing**

- Early November – Report to Board
- Late November – Seek Board Approval
- Late November – Send to Print pending Board approval

Printing time is approximately 3.5 weeks in length. The campuses have requested course guides to be delivered to the campus prior to the January 4, 2005 start date to ensure adequate numbers are available for the registration process.