Master Schedule Process

Advertise Curriculum & Plan Registration

- Counselors coordinate and plan to inform students of course offerings available
- Coordinate and plan registration processes
- Advertise process through our district website
- Vertical Alignment
  - elementary school to middle school
  - middle school to high school

Complete Registration

- Complete registration process and submit online
- Tally course offerings and determine which courses need to be deleted (courses with 12 students or less registered)
- Finalize course offerings based on student needs

Conflict Matrix

- Edit and update student course selections and finalize courses to be scheduled
- Decide on sections for courses, review staffing issues and special requests.
- Produce the conflict matrix
  - List courses affected by constraints
- Prepare schedule board, section chips, and order of placing sections.

Needs Assessment

- Staffing issues include principal requests for additional FTE's and the division for human resources informing teachers about contracts for the following school year.

- Ensure student numbers reflect appropriate staffing for general education, bilingual education, and special education programs

Construct Master Schedule

- Based on given FTEs and constructed schedule board, campuses begin to create the master schedule

Revise & Edit Master Schedule

- Resolve any errors and course conflicts
- Load schedules and begin to clean up discrenpancies
- Goal is to have 90% accurate schedules by the end of the school year

Generate Schedules

- Continue to hand schedule remaining 10% of schedules until 100% accuracy
- Print schedules and have them ready for schedule pick up as determined by each campus