

## ***Timeline for High School and Middle School Course Catalog***

<b><i>Date</i></b>	<b><i>Action</i></b>
November 11, 2014	High school and middle school course catalog finalized
November 18, 2014	Duluth Public School Board informed of any changes
December 5, 2014	Course catalog printed and delivered to high schools and middle schools
December 9, 2014	2015-2016 Duluth Public School Calendar completed
December 12, 2014	2015-2016 Course Registration Supplement, 2015-2016 High School Course Registration Guide and 2015-2016 Middle School Course Catalog printed and distributed to all high schools and middle schools
December 16, 2014	2015-2016 Duluth Public Schools Calendar approved by the school board
January 23, 2015	Technology personal will input all students into their new grade and buildings in Infinite Campus.
January 27, 2015	Open registration for all students at high schools and middle schools
January 30, 2015	Fifth grade students will registration for middle school courses.
February 6, 2015	Sixth and seventh grade students will register for middle school courses.
February 6, 2015	Ninth, tenth and eleventh grade students will register for high school courses.
February 6, 2015	Eighth grade registration meeting with students at the middle schools
February 10, 2015	Orientation evenings with new students and parents at Denfeld and East High Schools
February 20, 2015	Window will be closed for student registration.
February 20, 2015	Student registration numbers finalized by counselors and principals
March 6, 2015	Site full-time staff allocations finalized
March 15, 2015	Identified site staffing needs are communicated to Human Resources.
April 1, 2015	Declaration of Retirement for certified and noncertified staff made to Human Resources
April 3, 2015	Master schedules will be established at middle and high schools.
June 15, 2015	Staffing is completed for all courses at middle and high schools.
June 15, 2015	District textbook and supplemental curriculum material shortages will be identified and ordered.