

## Schedule Process for 2020-2021

December 11th	<ul style="list-style-type: none"><li>• Scheduling guidelines to Department Chairs</li></ul>
January 17th	<ul style="list-style-type: none"><li>• Bell Schedule to Mrs. Bass</li></ul>
January 22nd	<ul style="list-style-type: none"><li>• Master Schedule Matrix due to Ms. Williams by department in shared Google Doc</li></ul>
January 29th	<ul style="list-style-type: none"><li>• 1st Master Schedule meeting w/department chairs-analysis of courses and conflicts</li></ul>
February 1st -March 1st	<ul style="list-style-type: none"><li>• 9th-11th grade students register for 2020-21 courses via PowerSchool</li></ul>
February 19th	<ul style="list-style-type: none"><li>• 2nd Master Schedule meeting w/ department chairs</li></ul>
March 13th	<ul style="list-style-type: none"><li>• Courses for all rising 10th - 12th graders entered in PowerSchool</li></ul>
March 18th	<ul style="list-style-type: none"><li>• Course Analysis sent to Dept. Chairs for revision of matrix based on rising 10th-12th grade numbers</li></ul>
April 9 th	<ul style="list-style-type: none"><li>• Lists provided by EC, ESL, and any other subject that requires hand scheduling</li></ul>
April 20th-30th	<ul style="list-style-type: none"><li>• Counselors audit transcripts for rising 10th-12th graders. Corrections made in PowerSchool</li></ul>
April 10th-20th	<ul style="list-style-type: none"><li>• 9th grade registration and classes entered in PowerSchool</li></ul>
May 1st	<ul style="list-style-type: none"><li>• Course Analysis sent to Dept. Chairs for revision of matrix based on rising 9th-12th grade numbers</li></ul>
April 30th-May 10th	<ul style="list-style-type: none"><li>• Counselors review 9th grade course selections and make corrections</li></ul>
May 13th	<ul style="list-style-type: none"><li>• Dept. Chairs receive class list for rising 9th-12th grade</li></ul>
May 13th-May 22nd	<ul style="list-style-type: none"><li>• Dept. chairs review class lists for balance and provide written feedback</li></ul>
May 26th	<ul style="list-style-type: none"><li>• Course selections go home with students</li></ul>