

Planning for Next Year Scheduling

Texas Skyward User Group

Conference 2009

This document should be used in conjunction with Next Year Scheduling Checklist (TSUG 2009) and the sample Future Scheduling Timeline (TSUG 2009)

Some of the steps in this planning list may not apply to every school. Depending on how long the district has been using Skyward and depending on the scheduling decision each entity makes during the Next Year Scheduling Process use as needed.

Preparation:

Set forth a timeline and a responsibility listing for your district and entity.

- There are steps that need to be done at the district level and at the entity level.
- Entity planning and timelines will vary depending on their scheduling decisions and needs.
- Have campus and district meetings for planning and coordinating these events

Planning:

In this phase of Future Scheduling you will be asking questions about how entities should be set up.

Have discussions about entity scheduling needs, adjustments from one year to the next and database work required to implement

- Is the Master Schedule for your entity going to have major changes? (i.e. switch from traditional to modified block)

- What type of schedule will the entity use? (Traditional, Accelerated Block, Modified Accelerated Block.)

- What Day Type will the entity use – Day or Week? Day is used for Alternating Scheduling (Day 1, Day 2) and Week is used for Traditional Scheduling (Monday – Friday)

- How many periods will the entity require for scheduling?
 - Will a zero period be used during scheduling?

- Will a lunch period be scheduled or will lunch be assigned to an existing class meet? (i.e. 4th period will be from 10:30 – 12:55 and there will be three lunch periods; some class will have A lunch, some B lunch and some C lunch)

- Will the entity use pre-requisites and/or co-requisites for certain courses?

- Will the entity use team scheduling, scheduling categories, or scheduling groups?

- What are anticipated student counts per grade level or course?

- What are individual staff certified to teach?

- Are class meets going to be similar to current year or do they need to be “rebuilt” for the next year?

- Have the building room numbers changed? (i.e. a new facility is built)

- Have the room assignments changed? – (i.e. Mrs. Jones is changing from room 10 to room 15)

- How and when is the entity going to distribute course selections to students/parents?

- How and when is the entity going to enter course selections from students/parents?

- What is the entity timeline for future scheduling and who will be responsible for ensuring the completion of each step?

- Will the entity utilize the “Study Hall Scheduler” available in Skyward?
