

## The High School Master Scheduling Process (a working document)

The annual high school Master Scheduling Process establishes the schedule of classes needed by students to graduate college and career ready. It is not difficult to understand, given the variety of student needs, that this process is quite complex. The following is an abbreviated timeline of the steps taken to complete the master scheduling process:

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| <ul style="list-style-type: none"> <li>• October</li> <br/> <li>• November-December</li> <li>• January-March</li> <br/> <li>• February</li> <br/> <li>• March-April</li> <br/> <li>• April-May</li> <br/> <li>• May</li> <br/> <li>• June</li> <br/> <li>• July</li> <li>• August</li> <br/> <li>• September</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership team/School Site Council makes decisions regarding school vision/mission and pathways, programs, and courses that the school is able to offer, student day, and bell schedule – identifies changes needed for following school year</li> <br/> <li>• Propose and develop new courses</li> <li>• Gather information from students to determine the courses being requested</li> <li>• Submit courses to the University of California for a-g approval and to the NCAA Clearinghouse</li> <li>• Tabulate student course requests to determine the number of sections of each course to offer</li> <li>• Gather information from teachers to determine teaching preferences</li> <li>• Develop the master schedule consistent with the school’s vision and mission -arrange the course sections throughout the school day to enable all students to take required and desired courses</li> <li>• Match teachers to course sections based on credentialing and preferences</li> <li>• Prior to contract deadline, provide teachers with their preliminary teaching assignment</li> <li>• Provide students with their preliminary schedule of classes</li> <li>• Rest</li> <li>• Revisit the master schedule and make adjustments as necessary</li> <li>• Prepare a master schedule report for the site Leadership team/School Site Council highlighting strengths and areas in need of improvement</li> </ul> |
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