

A different take on stages in the Master Scheduling Process...

Chicago Public Schools Master Schedule Plan, Timelines, and Responsibilities

“A successful high school Master Schedule represents the scheduler’s best efforts along with the school principal, teachers, and counselors at bringing the school curriculum design together in a framework for the greatest possible learning outcomes. A successful academic year is not possible without this foundation and without the collaboration of the entire school staff. It is not possible to approach scheduling in isolation. The school scheduling team composed of teachers, counselors, and administrators work together to provide the school scheduler the information needed to complete the technical requirements of the Master Schedule Builder software used in the preparation of the school schedule. The school scheduling team is an extension of the Instructional Leadership Team.”

Eight Phases of the Scheduling Process:

1. Preliminary Organization and Planning for Next Year’s Schedule
2. Determine Scheduling Components (Configuration Settings)
 - Scheduling Groups
 - Scheduling Term Sets
 - Day Patterns
 - Bell Schedules
 - Meeting Patterns
3. Enter Student Course Requests
4. Master Schedule Construction & Freshman Course Requests
5. Loading Students, Analysis, and Adjustment
6. Analyzing Results, Maintaining Student Schedules
7. Year End Processing – Moving to the New (Active) Calendar
8. Printing student schedules.

See <http://www.chooseyourfuture.org/system/files/2011-12-scheduling-plan.pdf?> for detailed descriptions of each phase of the master schedule process (for the 2011-2012 school year.)