**MASTER SCHEDULE**

**NOTE TAKING – NOTE MAKING WORKSHEET**

Note: This worksheet is often provided to participants in CCASN Master Schedule professional development sessions as a tool for organizing “to do” notes, brainstorms, and reflections related to each Stage in the Master Scheduling process. It may also be useful as an organizing tool as you explore the CCASN Master Schedule Guide.

ROLES of District, Site, Pathway/Academy in the Various Stages of the Master Scheduling Process

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| Stage 1: PLANNING & PRELIMINARY TASKS |
| Roles/Responsibilities in Leading and/or Supporting Planning  District:  Site:  Academy/Pathway: |
| Possible Resources Needed (or to Provide)  District:  Site:  Academy/Pathway: |
| At this stage, whom do you need to influence? At this stage, what are the key aspects of the master schedule process to which attention must be paid? Other brilliant ideas, etc. |

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| Stage 2: Student Pathway/Academy Program of Study/Course Selection & Tallies |
| Roles/Responsibilities in Leading and/or Supporting Academy/Course Selection  District:  Site:  Academy/Pathway: |
| Possible Resources Needed (or to Provide)  District:  Site:  Academy/Pathway: |
| At this stage, whom do you need to influence? At this stage, what are the key aspects of the master schedule process to which attention must be paid? Other brilliant ideas, etc. |

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| Stage 3: Master Schedule Construction/Building the Master Schedule |
| Roles/Responsibilities in Leading and/or Supporting Master Schedule Construction  District:  Site:  Academy: |
| Possible Resources Needed (or to Provide)  District:  Site:  Academy: |
| At this stage, whom do you need to influence? At this stage, what are the key aspects of the master schedule process to which attention must be paid? Other brilliant ideas, etc. |

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| Stage 4: ANALYSIS, ADJUSTMENT, AND DISTRIBUTION OF STUDENT AND TEACHER SCHEDULES |
| Roles/Responsibilities in Leading and/or Supporting Analysis, Adjustment, and Distribution of Schedules  District:  Site:  Academy: |
| Possible Resources Needed (or to Provide)  District:  Site:  Academy: |
| At this stage, whom do you need to influence? At this stage, what are the key aspects of the master schedule process to which attention must be paid? Other brilliant ideas, etc. |

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| Stage 5: FINE TUNING, READJUSTMENT, ASSESSMENT AND A CONTINUOUS CYCLE OF IMPROVEMENT |
| Roles/Responsibilities in Leading and/or Supporting Assessment, Readjustment, Fine Tuning, and a Continuous Cycle of Improvement  Site:  Academy: |
| Possible Resources Needed (or to Provide)  District:  Site:  Academy: |
| At this stage, whom do you need to influence? At this stage, what are the key aspects of the master schedule process to which attention must be paid? Other brilliant ideas, etc. |