**STAGE 1 – PLANNING, DESIGN, AND PRELIMINARY TASKS**

**Stage 1 Master Schedule District Support Team Notebook Contents**

**& Stage 1 Cover Sheet**

The Master Schedule District Support Notebook serves as a repository for recording scheduling data, ideas, insights, decisions, etc. at every stage of the Master Scheduling process. It documents the process, the results, and the learning that occurs along the way.

The Master Schedule District Support Notebook/Log/Journal/Portfolio may be maintained in a binder, as a set of folders, as a set of files on a platform such as Google Drive, or elsewhere in the cloud.

**Suggested Stage 1 Artifacts for Inclusion in the Master Schedule District Support Notebook**

|  |  |
| --- | --- |
| Check if Included  | Stage 1 Master Schedule District Support Notebook – Recommended Artifacts and Data  |
|  | Description of the Master Schedule District Support Team – members, roles & responsibilities (see template)  |
|  | Description of the District Master Schedule Guiding Principles as well as any priorities *(including non-negotiables)* and goals for the high school master schedule process and product/s. |
|  | District-level Master Schedule Timeline/Calendar  |
|  | District-level Master Schedule Decision Making Protocol or Process  |
|  | District Master Schedule Support Team Communications Plan, including strategies for gathering input and information from high school administrators and master schedule teams as well as other stakeholders |
|  | Responses to Stage One Guiding Questions |
|  | Record of Master Schedule District Support Team Communications with Sites and other Stakeholders (emails, briefs, reports, etc.)  |
|  | Record of Stage One Professional Development, Technical Assistance, and Coaching in Support of effective Master Scheduling at the school sites  |
|  | Record of Strategies used to Build a District-wide Community of Practice around Master Scheduling  |
|  | Stage One Master Schedule Support Team Reflection  |
|  |  |
|  | Data:  Fall Student Enrollment for each of the high school sites  |
|  |  Fall Faculty Staffing for each of the high school sites  |
|  |  |