Stage 1

District Level

Master Schedule Notebook

Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year: \_\_\_\_\_\_\_- \_\_\_\_\_\_\_

**THE DISTRICT MASTER SCHEDULE SUPPORT TEAM**

Please identify each member of the District Master Schedule Support Team and her/his role/responsibilities:

|  |
| --- |
| District Office that serves as base for the Schedule Support Team & Phone Number |
| District Administrator who serves as Director of Master Scheduling/Master Schedule Support Team Coordinator:  Name:  Title:  Phone Number:  Email:  Role/Areas of Responsibility: |
| Other District Administrator/s serving on the Master Schedule Team (other than Master Schedule Director/Master Schedule Support Team Coordinator):  Name/s:  Title/s:  Phone Number/s:  Email/s:  Role/Areas of Responsibility: |
| Master Schedule Technical Assistance Provider:  Scheduling Experience (# of years)  Phone Number: Email:  Role/Areas of Responsibility: |
| Master Schedule Technical Assistance Provider:  Scheduling Experience (# of years)  Phone Number:  Email:  Role/Areas of Responsibility: |
| Person/s with primary responsibility for data-entry:  Name/s:  Title/s:  Phone Number/s:  Email/s: |
| High School Representative (if appropriate): |
| Other: |
| Other: |
|  |
|  |
| Other: *(Your scheduling priorities should inform the need for any additional team members. For example, if your District has a large number of English Language Learners, it may be important to have the District ELL Coordinator on the master schedule team. OR if your school is implementing a co-teaching model to support the inclusion of special education students in pathways, it may be important to include the District special education coordinator on the Master Schedule team. OR if dual enrollment is a priority in your school or district, you might include a representative from the local community college on a part-time basis.)* |

Liaison from the District Master Schedule Support Team (if applicable):

When will the Master Schedule Team meet?