**STAGE 4 – ANALYSIS, ADJUSTMENT, AND DISTRIBUTION OF SCHEDULES**

**Stage 4 Master Schedule Notebook Contents**

**& Stage 4 Cover Sheet**

The Master Schedule 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 Notebook informs the cycle of continuous master schedule improvement and provides a record and a journey map for future master schedule teams.

The Master Schedule 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 4 Artifacts for Inclusion in the Master Schedule Notebook**

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| Check if  included | Stage 4 Master Schedule Notebook – Recommended Artifacts and Data |
|  | Responses to Guiding Questions for Stage Four |
|  | Review of the Tentative Master Schedule   * To what extent does the master schedule align with the agreed-upon Guiding Principles? * To what extent are students in each pathway/academy/SLC purely scheduled as a cohort in the pathway’s interdisciplinary program of study? * To what extent do pathway/academy/SLC teacher teams share common planning time? |
|  | Description of the Strategy for the Distribution of Schedules –   * How and when do students receive their class schedules? * How and when do teachers receive their class schedules? * What is the process for addressing any scheduling issues? |
|  | Record of Master Schedule Communication with Stakeholders (emails, briefs, meetings, etc.) |
|  | Stage 4 Reflection |
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