**STAGE 2 – PATHWAY PROGRAM OF STUDY SELECTION, COURSE SELECTION, AND TALLIES**

**Stage 2 Master Schedule Notebook Contents**

**& Stage 2 Cover Sheet**

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

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 2 Artifacts for Inclusion in the District Master Schedule Notebook

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| Check if included  | **Stage 2 District Master Schedule Notebook – Recommended Artifacts**  |
|  | Responses to Guiding Questions for Stage 2  |
|  | Record of Master Schedule Support Communications with Sites and other Stakeholders (emails, briefs, reports, etc.)  |
|  | Record of Stage Two Professional Development, Technical Assistance, and Coaching in Support of effective Master Scheduling at the school sites  |
|  | Record of Strategies used during Stage 2 to Build a District-wide Community of Practice around Master Scheduling  |
|  | Description of the District Process for Reviewing and Establishing the District-wide High School Course List/ Content of the District High School Course Catalog for the coming year, including:* A description of the process to review and update current high school course offerings
* A description of the District’s role in supporting the development of new courses
* A description of the District process to eliminate or “shelf” a course
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|  | Description of pathway and course selection process, including:* Specific District-level strategies used to support students and parents in making informed choices regarding both Pathway/Academy Program of Study selection and course selections
* How students and parents are informed of pathway selection and course selection possibilities
* How students record/indicate their selections
* How the District assures or supports sites in assuring the inclusion of all students in the pathway and course selection process
* What happens once students make their selections (For example, if a pathway has more student applicants than there is space for new pathway students, does the selection process include a lottery? Is there an attempt to balance pathway enrollments so that each pathway reflects the diversity of the school/district? if some or all pathways are open to students from throughout the district, how does the District support the transfer of students from one site to another? Etc.)
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|  | Description of the way in which projected student enrollment for the sites is determined  |
|  | Description of specific strategies used by the District to support complete and accurate pathway/ academy program of study tallies and course selection tallies |
|  | Copies of flyers and other pathway and course information/marketing materials provided by the District to students and parents |
|  | (If applicable) Description of any District Pathway/Academy Informational Events --- i.e., a Pathway/Academy Showcase/Fair, parent information nights at middle school sites, etc.  |
|  | (if applicable) Copy of Pathway Program of Study Selection Form (including print-out of on-line form/s)  |
|  | (If applicable) Copy of Course Selection Form (including on-line form/s) (if course selection form is a separate form from the Pathway Selection form)  |
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|  | Stage Two Master Schedule Support Team Reflection  |
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Stage 2 – Suggested Data for Inclusion in Master Schedule Notebook

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| Check if Included  | **Stage 2 Master Schedule Notebook – Recommended Data**  |
|  | Selection Tally for each pathway, including number of students, demographics of students (gender, race, GPA, etc.)  |
|  | If available, data on the % of students who will be enrolled in their 1st choice of pathway program of study  |
|  | Data on overall projected student enrollment as well as student enrollment history for the last three or more years |
|  | Staffing allocation for the future year as well as staffing allocation data history for the last three or more years  |
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