**Stage 3 Master Schedule District Support Notebook Contents**

**& Stage 3 Cover Sheet**

The Master Schedule Support Notebook serves as a repository for recording master schedule support data, ideas, insights, decisions, etc. at every stage of the Master Schedule development process. It documents the process, District support (professional development, technical assistance, resources, & coaching) the results (the master schedules themselves), 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 3 Artifacts for Inclusion in the Master Schedule District Support Notebook

*(NOTE: Some of the recommendations involve work to capture site-specific best and emerging practices that can be shared throughout the District.)*

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| Check if Included  | **Stage 3 Master Schedule District Support Notebook – Recommended Artifacts**  |
|  | Record of master schedule support provided to sites during this stage (professional development, technical assistance, resources, coaching, etc.)  |
|  | Record of technical support needs from the Student Information System vendor  |
|  | Record of any “formal” (email, written, calls, announcements) master schedule communications with the sites |
|  | Record of any strategies utilized by the Master Schedule Support Team to build a District-wide community of practice around master scheduling |
|  | Description of processes for inputting any additional data or updating data and assuring accuracy of data entries in the Student Information System |
|  | Description of District recommendations and process for flagging/tagging pathway/academy courses and pathway/academy students  |
|  | Description of the method used to set up pathway/academy cohorts in the Student Information System |
|  | Description of the District recommendation and or site-specific best and emerging practices for the order of placement of courses on the Master Schedule Board (with a Linked Learning lens)  |
|  | Description of strategies and best/emerging practices for assuring “purely” scheduled academy/pathway courses – and the results  |
|  | Description of strategies and best/emerging practices for assuring common planning time for pathway/academy teacher teams – and the results  |
|  | Description of strategies and best/emerging practices used for assuring time for work-based learning in the schedule. |
|  | Description of method/s used to set up Linked and Blocked sections in the Student Information System |
|  | Description of site strategies and best/emerging practices to reduce the number of Singleton/Doubleton conflicts in the Master Schedule |
|  | Description of strategies and best/emerging practices to provide equal access to all courses for all students |
|  | Description of strategies used and best/emerging practices for full inclusion in pathways and/or for the placement of Special Education students |
|  | Description of strategies used and best/emerging practices for inclusion in pathways and/or for the placement of English Language Learner students  |
|  | Description of strategies used and best/emerging practices for the placement of Advanced Placement, International Baccalaureate and/or other advanced Courses  |
|  | Description of strategies used and best/emerging practices for assuring access to dual enrollment and college credit-bearing courses for students. |
|  | Description of Honors by Exhibition or Imbedded Honors strategies  |
|  | Description of processes for determining teacher assignments |
|  | Description of processes for determining room assignments |
|  | Description of recommended process to conduct a Simulation Run |
|  | Description of processes and best/emerging practices for balancing classes |
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|  | Reflection on Stage 3 (See resource/template)  |
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| Check ifIncluded  | **Stage 3 Master Schedule Support Notebook – Recommended Data** |
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|  | For each site, a list of Singleton/Doubleton Courses with the greatest number of conflicts in the course conflict matrix  |
|  | For each site, the most recent copies of scheduler reports for reference in next year’s process |
|  | For each site, Record of final Simulation Run (SIM Run) Percent Scheduled Results  |
|  | For each site, Description of cohort purity degree of success |
|  | For each site, Description of common planning time degree of success |
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