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

**Stage 4 Master Schedule Support Notebook Contents**

**& Stage 4 Cover Sheet**

The Master Schedule Notebook serves as a repository for recording master schedule and master schedule support data, ideas, insights, decisions, etc. at every stage of the master schedule development process. The Master Schedule Notebook documents the process, the types of master schedule support provided, the results, 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 4 Artifacts for Inclusion in the Master Schedule Support Notebook

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| Check if  included | Stage 4 Master Schedule Support Notebook – Recommended Artifacts and Data |
|  | Responses to Guiding Questions for Stage Four |
|  | Record of Master Schedule Support provided to high schools and high school master schedule teams during Stage 4 – professional development, technical assistance, resources, coaching, etc. |
|  | Record of Master Schedule Support Team Communications with Sites and other Stakeholders (emails, briefs, reports, etc.) |
|  | Record of Strategies used during Stage 4 to Build a District-wide Community of Practice around Master Scheduling |
|  | Review (possibly a Peer Review) of the Tentative Master Schedules   * To what extent do the resulting “tentative” master schedules 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/Strategies 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? |
|  | Stage 4 Reflection |
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