

CCASN's Master Schedule Services

Members of the CCASN staff have deep and wide-ranging experience in developing master schedules at all levels of instruction. Our expertise includes building the capacity of school-site Master Schedule Teams as well as district-level Master Schedule Support Teams. We foster the knowledge and skills necessary to create master schedules that reflect the school/district vision for learning and teaching and enable every student to successfully complete a challenging, interdisciplinary program of study and graduate college-and-career ready. We especially support master scheduling for schools and districts implementing high quality college and career academies, Linked Learning pathways, and/or other small learning communities.

We provide guidance and expertise through all stages of the master scheduling process: Stage 1 - Planning, Design, & Preliminary Tasks; Stage 2- Pathway Program of Study Selection, Course Selection, and Tallies; Stage 3 - Building the Master Schedule; Stage 4 – Analysis, Adjustment, Distribution of Schedules; and Stage 5 –Fine Tuning, Readjustment & Assessment. In addition, we work at the district level to develop and enhance a master schedule system of support.

We tailor professional development and technical assistance to meet your needs. CCASN can help to build internal capacity for:

- Implementing an open, transparent, and inclusive master scheduling process that is consistent with philosophy (master schedule guiding principles, priorities, and goals; learning and teaching framework)
- Developing effective site-level master schedule teams and district-level master schedule support teams
- Developing a master schedule timeline, action-plan, and communications plan
- Developing/analyzing school year calendars and bell schedules
- Determining/Analyzing FTE allocations
- Designing and collaboratively scheduling interdisciplinary college and career academies, Linked Learning pathways, and other learning communities that reflect the diversity of the school as a whole
- Implementing a pathway/course selection process that supports students and parents/caregivers in making informed choices and results in accurate tallies
- Assuring pathway student cohort purity
- Assuring common planning time for pathway communities of practice/teaching team
- Finding time for work-based learning
- Building flex time and/or flexible use of time into the schedule
- Scheduling student advisories and other forms of adult advocacy
- Supporting dual enrollment and access to advanced courses
- Implementing embedded honors/honors by exhibition
- Implementing strategies for equal access to singleton courses, especially Advanced Placement courses
- Building master schedules with reduced conflicts (building the schedule board, course placement order and strategies for placement, using the conflict matrix, etc.)
- Working with the Student Information System

- Adjusting and fine-tuning the master schedule
- Analyzing and assessing the master schedule (both internal and external strategies)
- Developing and utilizing a Master Schedule Notebook
- And all other aspects of master scheduling

Our website features an online Master Schedule Guide with a tremendous array of master schedule, bell schedule, and related-resources, strategies, and tools. CCASN also provides master schedule training; district and site master schedule team support; and master schedule technical assistance, resources and coaching. If you have any questions or concerns about the master schedule process, we are here to help.