**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 development process. It documents the process 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 2 Artifacts for Inclusion in the Master Schedule Notebook**

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| Check if included  | **Stage 2 Master Schedule Notebook – Recommended Artifacts**  |
|  | Responses to Relevant Guiding Questions for Stage 2  |
|  | Description of Process for Reviewing and Establishing the Course List/ Content of Course Catalog for the coming year AND description or list of any course changes made. Includes:* A description of the process to review and update current course offerings
* A description of the process to develop and establish a new course
* A description of the process to eliminate or “shelf” a course
* Course List Updates (any changes to course list for the coming year)
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|  | Description of pathway and course selection process, including:* Specific strategies used to support students and parents in making informed choices regarding both Pathway/Academy Program of Study selection and course selections
* How students are informed of pathway selection and course selection possibilities
* How students record/indicate their selections
* How the master schedule team assures inclusion of all students in the pathway and course selection process
* What happens once students make their selections
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|  | Description of the way in which projected student enrollment is determined  |
|  | Description of the process used and any specific strategies used to assure complete and accurate data entry and the accuracy of the resulting pathway/ academy program of study tallies and course selection tallies |
|  | Copies of flyers and other pathway and course information/marketing materials provided to students and parents |
|  | Copy of Pathway Program of Study Selection Form (including print-out of on-line form/s)  |
|  | Copy of Course Selection Form (including on-line form/s) (if course selection form is a separate form from the Pathway Selection form)  |
|  | Record of Master Schedule Communication with Stakeholders (emails, briefs, meetings, etc.)  |
|  | Stage 2 Reflection Sheet (see Stage 2 Reflection resource) |
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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.)  |
|  | Final Course Tally (includes each course as well as number of students enrolled, demographics of students enrolled (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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