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Interface Clock and Fest) Pics Active, Counselons,		COORDINATING	START	DUE	OC.		NOV		DEC	2	JAN		FEB		MAR		AF	PR		MAY		1UL	1								
Interface Look and Fee! Conditions 19/10/24 19/	TASK TITLE	STAFF	DATE	DATE	1 2 3	4 5 1	2 3 4	4 5 1	L 2 3	4 5	1 2 3	4 5 1	2 3 4	5 1	2 3	4 5 1	1 2 3	3 4 5	1 2	3 4	5 1	2 3	4 5	1 2	3 4	5 1	2	3 4 !	, 1	2 3	4 5
Interface (Section of Pearls Contributions Subbook	ACADEMIC GUIDE																														
Adaptive Pick Admin, Conditionation 1.000 1.00	Interface (Look and Feel)		10/10/24	10/18/24																											
Course Descriptions and Presequenties Prist Adminis (Coordinators 10/24/24 10/24		PHS Admin, Coordinators	10/1/24	10/25/24																											
Presequities Pris Admin, Coordinators 2014, 1956.4 Prouting Forail Draft Review Pris Admin, Correlators 2014, 1964.4 Prouting Forail Draft Review Pris Admin, Correlators 2014, 1964.4 Prouting Forail Draft Review Pris Admin, Correlators 2014, 1964.4 Prouting Forail Draft Review Pris Admin, Correlators 1964.4 Prouting Forail Draft Review Pris Admin, Correlators 1964.4 Pris Admin, Correlators 1965.5 Pris Ad	New Courses	PHS Admin, Coordinators	10/1/24	10/25/24																											
Clarit_Separacis_Graphics Separacis_Graphics		PHS Admin, Coordinators	10/21/24	11/6/24																											
Producy (Final Draft Review)	·	-																													\Box
Boad Presentation		PHS Admin, Counselors,																													
Poofing Final Revisions and Pris Admin, Central Office 13/13/4 13/15	-		11/0/24																												
Pints Review) — Pirs Admin, Counted office 2/12/14 2/15/14/2 2/15/2		rns Aumin		12/2/24																							+++			+	\vdash
Pinting	Print Review)																														
SCHEDULE RECUESTS Coursefors 12/9/12, 12/3/9/24, 12/3/9/24,			12/3/24																												
Departments and		PHS Admin, Print Shop		12/20/24																											
Core Cores Meetings	SCHEDULE REQUESTS																														
Planning metring with SLMS and PHS Courselors 16/35 1/10/2			l																												
Course Selection Scheduler 1/3/18 31/16/15 31			12/9/24	12/18/24																							-				
Teacher Recommendations		PHS Admin	1/6/25	1/10/25																											
Academic Guide Is Live	<u> </u>																														
Course Selection Evening			1/13/25	1/24/25																											
Course Selection Evening Courselor, Families 1/30/15	Academic Guide is Live	PHS Admin		1/9/25																											
HAC opens Review of Academic Guide in Classes Classroom Scheduling Vists Classroom Scheduling Vists HS Counselors 2/3/25	Course Selection Evening			1/30/25																											
Review of Academic Guide in Classes	Kickoff Assemblies	PHS Admin	1/27/25	1/31/25																											
Classes	HAC opens	Scheduler		2/3/25																											
Classroom Scheduling Visits PHS Counselors 2/3/25 2/21/25	Review of Academic Guide in																														
Students, Families, Counselors 2/3/25 3/17/25 Students Course Selections Counselors 2/3/25 3/17/25 Special Ed caseload selections managers 2/3/25 1/28/8/25 DCTS Planning with College and Career Counselor 2/3/25 3/17/25 HAC closes Scheduler 3/17/25 Course Requests Communicated with Families (Verifications) PHS Admin 3/18/25 4/12/25 PHS Course Selections PHS Course Selections PHS Conditators PHS Conditators PHS Admin, Coordinators Scheduler Staffing Admin Mapping the Master Schedule Scheduling Team,	Classes	PHS Teachers	2/3/25	2/21/25																											
Student Course Selections	Classroom Scheduling Visits	PHS Counselors	2/3/25	2/21/25																											
Special Ed caseload selections managers 2/3/25 2/28/25	Student Course Selections		2/3/25	3/17/25																											
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Review of Schedule Map Coordinators	Review of Schedule Map																														

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Update Course Catalogue in ESP	Scheduling Team																																												
Build Schedule in ESP	Scheduling Team																										П																		
Room Assignments	PHS Admin			П														П									П																		
Prep Periods	Scheduling Team																																												
Scheduler Runs/ Adjustments	Scheduling Team																																												
Adopt Master Schedule	Scheduling Team																																												_
SCHEDULE REVISIONS																																													
Conflicts	Scheduling Team																										П																		
Balancing	Scheduling Team																																												
Schedule Holes (Underscheduled)	Scheduling Team																																												
Add-Ons	Scheduling Team																																												
Duties	PHS Admin																																												
Lunches	PHS Admin																										П																		
New Enrollments	Counseling, Scheduling Team																																												
New Staff	PHS Admin																										П																		
Families Review Schedules in HAC	Students, Families																																												
Finalize Student Schedules	Scheduling Team																										П																		