

TASK TITLE	COORDINATING STAFF	START DATE	DUE DATE	ACADEMIC GUIDE															SCHEDULE REQUESTS															BUILDING MASTER SCHEDULE															SCHEDULE REVISIONS														
				OCT					NOV					DEC					JAN					FEB					MAR					APR					MAY					JUN					JUL					AUG					SEP				
				1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5					
ACADEMIC GUIDE																																																															
Interface (Look and Feel)	PHS Admin, Counselors, Coordinators	10/10/24	10/18/24																																																												
Course Formats (full/half, daily/A-B)	PHS Admin, Coordinators	10/1/24	10/25/24																																																												
New Courses	PHS Admin, Coordinators	10/1/24	10/25/24																																																												
Course Descriptions and Prerequisites	PHS Admin, Coordinators	10/21/24	11/6/24																																																												
Charts, Sequences, Graphics	PHS Admin, Coordinators	10/28/2024	11/8/24																																																												
Proofing (Final Draft Review)	PHS Admin, Counselors, Coordinators, Central Office	11/6/24	11/14/24																																																												
Board Presentation	PHS Admin		12/2/24																																																												
Proofing (Final Revisions and Print Review)	PHS Admin, Central Office	12/2/24	12/16/24																																																												
NCAA Course Title Review	PHS Admin, Counselors	12/3/24	12/19/24																																																												
Printing	PHS Admin, Print Shop		12/20/24																																																												
SCHEDULE REQUESTS																																																															
Core Course Meetings	Departments and Counselors	12/9/24	12/18/24																																																												
Planning meeting with Counselors	SLMS and PHS Counselors PHS Admin	1/6/25	1/10/25																																																												
Update eSchool	Scheduler	1/3/25	1/10/25																																																												
Teacher Recommendations	PHS Teachers, Counselors	1/13/25	1/24/25																																																												
Academic Guide is Live	PHS Admin		1/9/25																																																												
Course Selection Evening	PHS Admin, Grade 9 Counselor, Families		1/30/25																																																												
Kickoff Assemblies	PHS Admin	1/27/25	1/31/25																																																												
HAC opens	Scheduler		2/3/25																																																												
Review of Academic Guide in Classes	PHS Teachers	2/3/25	2/21/25																																																												
Classroom Scheduling Visits	PHS Counselors	2/3/25	2/21/25																																																												
Student Course Selections	Students, Families, Counselors	2/3/25	3/17/25																																																												
Special Ed caseload selections	Special Ed caseload managers	2/3/25	2/28/25																																																												
DCTS Planning with College and Career	Students, 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	4/2/25																																																												
Review of Course Selections	PHS Counselors, Coordinators	3/18/25	4/2/25																																																												
BUILDING MASTER SCHEDULE																																																															
Course Tallies	PHS Admin, Coordinators																																																														
Number of Sections	PHS Admin, Coordinators																																																														
Staffing	PHS and Central Office Admin																																																														
Teacher Assignments	PHS Admin																																																														
Mapping the Master Schedule	Scheduling Team, Coordinators																																																														
Review of Schedule Map	Scheduling Team, Coordinators																																																														

