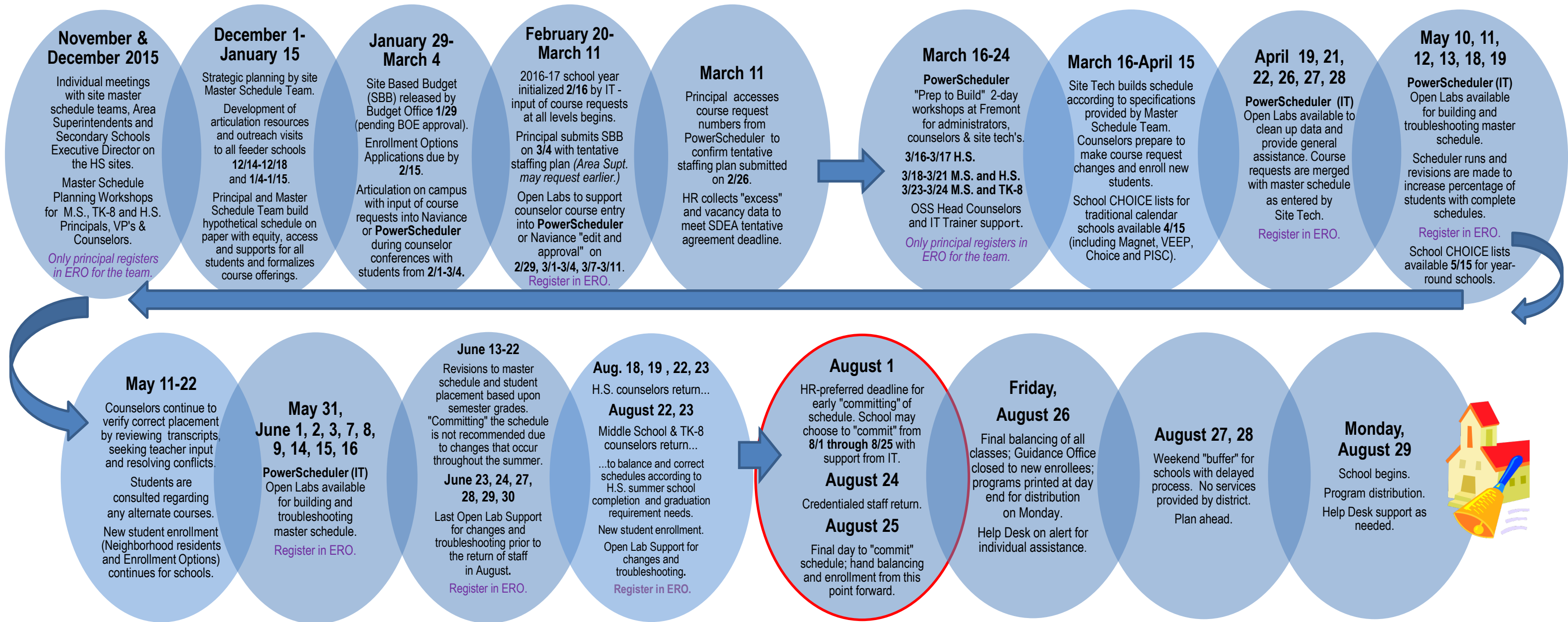




Master Schedule Development Timeline for Site Managers – The PowerSchool Connection – 2016-2017



- SPED students will have codes assigned within the PowerScheduler for Levels of Service within their IEP's. Early instruction will be provided to case managers at all secondary sites to prepare spreadsheets with appropriate codes, identifying students as needing Consultation, Collaboration or Co-Teaching models in providing ELA, Math, Social Studies and Science support.
- Students who belong to multiple student groups - GATE, Seminar, Students with Disabilities (SPED and 504) and ESL - should be placed according to the process outlined in **Course Requests Process for Multiple Student Groups**, a policy distributed to all Principals at master schedule trainings.
- Some secondary schools will enter course requests into Naviance which will be converted to PowerSchool the first week in March. Hand entry directly into PowerScheduler will be used by those who do not use Naviance for course selection.
- At the "Prep to Build" Workshops in March, the pros and cons of "copying" a schedule from 15-16 will be discussed. For some sites with few staffing or course offering changes this may be an appropriate option.
- **August 1 is the HR-preferred early "commit" date, primarily for middle, TK-8, small, atypical schools and those using an alternate method of scheduling students into cohorts. Sharon Barker in IT will support the commit process and will ask sites to determine when they will "commit," no later than August 25, the day after credentialed staff return.**
- PowerSchool master schedule support will be provided through the IT Open Labs. Please register in ERO. Registrations will be limited to 3 participants per site, due to space constraints. Assistance can also be requested from the Help Desk at (619) 209-4357.
- The Office of Secondary Schools (OSS) Head Counselors will assist schools with using data to determine student needs, meeting 'a-g' graduation requirements, following the SDUSD Course of Study, completing transcript academic reviews, producing articulation materials, etc.
- District budget approval for hourly secondary counselor pay will be necessary to offer August 18, 19, 22, 23 early return of counselors – 32 hours per high school counselor and 16 for atypical, middle school and TK-8 counselors recommended.