

BASIC INSTRUCTIONAL PROGRAM:
REQUIRED INSTRUCTION (SECONDARY)

EHAC(R)

SCHEDULING FOR
INSTRUCTION

The following guidelines will apply:

1. The principal shall be responsible for student and teacher schedules for the campus.
2. Principals shall adhere to the scheduling guidelines provided by the District:
 - a. Review staffing needs: Mid December
 - b. Review enrollment projections: Mid December
 - c. Review and identify revisions to new master schedule: January
 - d. Pre-registration planning: January
 - e. Pre-registration: Early February
 - f. Run course request and adjust master schedule: February
 - g. Roll over and input master schedule: Early March
 - h. Draft master schedule: Late May
 - i. Run student schedules: June
3. Schedules shall clearly reflect teacher planning and preparation time.