

4 Year Planning, Registration, Master Schedule Timeline 2016-2017

Action	Person(s) Responsible	Due Date	Evidence of Completion
WorkKeys, 4 Year Plans, Program Pathway training (high school); KeyTrain (middle and high school)	Norstrom, Wilson	July 28	Sign in sheet/agenda
Transcript and 4 Year Plan Audit	Norstrom, Blossom, HS Counselor	July 31	Spreadsheet checklist
All middle, high school students assigned to advocacy/mentoring cohorts	Principals, Teachers	August 5 (middle school) August 26 (high school)	Cohort rolls established
Kuder Assessment, 4 Year Plan orientation building-level orientation	Norstrom/Maxey/ Sean Stevens	September 1	Sign in sheet/agenda
Assistant Principal tour TCTA/ Master schedule/ 4 year plan orientation	Morton/ Sean Stevens	September 15	Sign in sheet/agenda
Invitation to submit revisions to course catalog	Maxey, Norstrom	September 16	Submitted requests
Principal tour of TCTA/ Master Schedule training/ 4 year plan orientation	Morton, Norstrom	September 19 th or 22 nd *date change?	Sign in sheet/agenda
All course revision requests submitted	Building principals	September 30	Submitted requests
PTA Meetings- Information about 4 year plans	Maxey/Counselors	October 2016	Sign in sheet/agenda
High School			
Worlds of Work (all 8 th grade students attend)	Norstrom, Counselors	October 13 and 14	Participation

Course revisions reviewed by C&I curriculum team	Maxey, Norstrom	October 19	Agenda
Draft revised course catalogs completed; sent to principals, counselors for feedback	Maxey, Norstrom	October 31	
Board first review of valid courses	Williams	October 1	
All Kuder assessments completed	Counselors	November 4	System data
201-2018 Course Catalogs approved	Williams	November 15	
Course catalog printed (100 per school, to be available upon request)	Maxey, Norstrom	December 16 (back from printers)	
8 th grade tours of TCTA and CHS (IB)	Counselors, Hines, Blossom, Staggs	December 16 (all tours completed)	
Registration Orientation for principals/counselors	Maxey, Norstrom	January 25 (principals) January 25 (counselors)	Sign in sheet/agenda
All 4 Year plan meetings completed	Teachers, Counselors	January 31	Spreadsheet checklist
Registration Orientation for teachers (faculty meeting)	Principals, Counselors	February 6	Sign in sheet/agenda
Student Registration: - Draft 4 Year Plan entered - Draft 4 year plans printed, sent to parents for approval or alternate requests	Local schools	February 13 - 17	
Simulated Workplace Applications delivered to high schools	Morton, Blossom	March 1	
All 4 Year Plans completed/accepted	Counselors	March 10	System data- Kuder

All (parent approved) student requests accepted/entered into iNow	Principals, Counselors	March 10	
Staffing projections provided to all schools	Cameron	March 10	Sign in sheet/agenda
One-on-one meetings: Student Requests/registration review, <i>mock</i> master schedule due	Principals, Norstrom	March 20 – 31 March 31	
One-on-one meetings: Student Requests/registration review, <i>mock</i> master schedule due (Middle School)	Principals, Maxey	March 20 – 31 March 31	
Staffing meetings	Cameron	March-April	Sign in sheet/agenda
TCTA Master Schedule Complete	Morton	March 10	
Master Schedules Complete (Middle and High Schools)	Principals	April 28	
Master Schedule Audit and Approved (Middle and High Schools)	Maxey/Norstrom	May 15	
TCTA strategic audit of student schedules	Morton, Blossom, Career Coach	May 19	Spreadsheet checklist
Simulated Workplace applications due to TCTA	School counselors	June 1	
Student schedules complete (middle school, high school, TCTA)	Principals	June 9	INOW query