

January	People Responsible	Due Date
Plan for February/March articulation activities.		
Review current Master Schedule: <ul style="list-style-type: none"> <li>• Evaluate “a-g” course offerings</li> <li>• Discuss potential course offerings for upcoming school year with SLC leads, department chairs, and coordinators</li> <li>• Print and review current UCOP Course List for your school.</li> </ul>		
Prepare for out-of-classroom elections that will affect the matrix. Elections should take place PRIOR to posting the tentative matrix.		
Plan for necessary teacher submissions to AP Course Audit.		
Register online for ECAST ( <a href="http://www.laschools.org/new-site/my-school/ecast/">http://www.laschools.org/new-site/my-school/ecast/</a> ). Review ECAST forecasting to coming school year.		
Notify High School/Middle School parents of their 12 <sup>th</sup> /8 <sup>th</sup> grade student’s graduation/culmination status		
Identify Spring Term credit recovery candidates. Program all after school high school credit recovery in periods 50-75 following procedures set in <a href="#">MEM-6733.3 Credit Recovery Opportunities</a> .		
Meet with department chairs, coordinators, administration regarding Fall Term class offerings, bell schedule changes, etc.		
Prepare procedures and timeline for Fall Term programming (class visitations/programming/MiSiS input, matriculating students) setting specific dates with counselors and on the school calendar as necessary.		
February	People Responsible	Due Date
Finalize planning regarding course offerings for Fall 2019. Keep in mind the courses needed by grad year, failure rates from Fall Term, subgroups (EL, Special Ed, GATE, Foster Youth).		
Meet with counselors to discuss and plan procedures for enrollment in special classes: AP, Honors, AVID, Athletics, AAL, etc.		
Begin articulation activities.		
Review E-Cast enrollment projections carefully. If you believe that the enrollment forecast numbers are incorrect, you may appeal it online. Follow the procedures given and the timeline for your appeal.		
Counselors begin meeting with students to complete course requests (student planning sheets) for next year courses and schedules. The deadline to finish meeting with students should be no later than the 2 <sup>nd</sup> week of March.		
Begin planning for a second IGP for all at-risk students in need of a personalized plan for credit recovery to completed by week 10.		
Review 5-week grade reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019</a> . Counselors must meet with		

students that are off-track and in danger of not graduating/culminating <b>before the end of the 10th week each semester</b> and complete the IGP. ( <a href="#">BUL- 2537.7 Individual Graduation Plan</a> )		
Plan for budget allocations release in March.		
AP Course Audit opens for syllabi submissions for 2019-2020 school year.		
<b>March</b>	<b>People Responsible</b>	<b>Due Date</b>
MiSiS will complete the New Year Enrollment (NYE1) Phase 1. NYE1 increases students’ grade level by one and creates an enrollment record for continuing students. Incoming students are part of a traditional feeder pattern.		
Import or create a “New Scenario” in MiSiS for the upcoming school year For additional information see <b>Master Schedule Building guide:</b> <a href="http://achievelausdnet/Page/3467">http://achievelausdnet/Page/3467</a> . <i>This should not be done until NYE I is complete.</i>		
Input student requests individually or en masse on MiSiS.		
Counselors should finish meeting with students and ensure that all individual requests are completed in MiSiS by the 2 <sup>nd</sup> week of March.		
Hold elections for out-of-classroom positions in preparation for tentative matrix publication.		
Evaluate staffing needs to determine if teachers need to be displaced or hired, consult with Staff Relations as needed.		
In preparation for posting the tentative matrix, ensure the total number of sections on the matrix aligns with the allocated teaching positions for the next school year. Ensure that the tentative matrix aligns the total number of sections on your matrix should align with the number of sections needed for each course.		
Work with department chairs and/or SLC lead teachers and UTLA representative in preparation for release of tentative matrix.		
Print current UCOP Course List for your school and review against offerings for next year.		
Run <i>Student Residence Schools</i> report and notify students and parents of their Option Areas (middle schools).		
Review 10-week grade reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019</a> . Identify at-risk students. IGPs for all at-risk students must be held and a personalized plan for credit recovery must be completed by 10-week. ( <a href="#">BUL- 2537.7 Individual Graduation Plan</a> )		
Identify potential Summer Term credit recovery candidates.		
All off-track students from the Class of 2019 must have a prepared parent notification letter regarding the necessary courses that need to be		

completed with information on how they can recover the courses needed. This letter will be sent by registered or certified mail by March. Document the date the letter was sent in MiSiS Counseling Communication.		
<b>April</b>	<b>People Responsible</b>	<b>Due Date</b>
<b>Publish tentative matrix no later than 4 weeks prior to issuing teacher assignments – <u>April 12, 2019</u>. Distribute &amp; collect teacher preference sheets.</b>		
<b>NYE 2:</b> Students in Zones of Choice, Permits with Transportation (PWT), Magnet schools, and Matriculating students will have their enrollment transferred to the receiving school’s MiSiS system.		
Create transfer records for Option Area, Open Enrollment, School of Origin Rights, Special Education change of placement.		
Attend MiSiS Open House for Master Scheduling (on MyPLN).		
Initial UCOP additions and deletions deadline is April 26, 2019.		
Review 15-week mark reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019</a> .		
<b>May</b>	<b>People Responsible</b>	<b>Due Date</b>
Analyze new student data as it is received, and adjust course requests as needed, and continue to input individual student requests on MiSiS.		
Run MiSiS reports to identify students who do not have a full set of course requests.		
In collaboration with the department chairs, the Principal/Designee assigns classes to teachers based on the needs of the educational program, while taking teacher preference and seniority into consideration.		
<b>Teachers are to be notified of their tentative assignments no later than 21 calendar days prior to the teachers’ last scheduled work day – May 17, 2019.</b>		
Print MiSiS <i>Teacher Section Assignment</i> report to review teacher tentative assignments.		
Prepare and send 18-week certified Senior letter for seniors at risk.		
Review MiSiS <i>Pre-Run Validation</i> report prior to running the scheduling engine.		
Once all Master Scheduling data is entered into MiSiS, run the scheduling engine.		
Once the scheduling results are as high as possible, but no less than 70%, commit to the master schedule by <b>Deadline of June 10, 2019. Note: This cannot be undone.</b>		

Review MiSiS <i>Course Request Not Scheduled, Student Requests Not Scheduled</i> , and <i>Class Enrollment</i> reports to check the results of the scheduling run. Make adjustments as needed.		
Prepare Closing Bulletin for Spring Term.		
<b>June</b>	<b>People Responsible</b>	<b>Due Date</b>
Counselors should use Walk-In Scheduler and/or Automated Scheduler to fill missing classes in students’ schedules.		
<b>To meet the needs of all students, a complete schedule of classes should be in place for every student before summer break</b>		
<b>July</b>	<b>People Responsible</b>	<b>Due Date</b>
<b>August</b>	<b>People Responsible</b>	<b>Due Date</b>
Ensure all AP teachers have AP syllabus numbers for their courses for UCOP submissions.		
Review Summer Term grades for individual students, adjust schedules as necessary before first day of school.		
Ensure that all students have a complete program, no missing classes. Refer to the Master Scheduling Reports Guide: ( <a href="http://achievelausdnet/Page/3467">http://achievelausdnet/Page/3467</a> ) and MiSiS FOCUS <a href="#">Monitoring Reports</a>		
Schedule new students with the MiSiS Automated Scheduler in Walk-in Scheduler.		
Inform students of guidelines for class request changes.		
Refer to the latest version of <a href="#">REF-6554.3, “2018-2019 Opening Day Procedures: Supplemental Guide and Updates,”</a> for the “MiSiS Opening of School Year Checklist” for opening day procedures.		
Develop contingency plans for opening day in case of system outages or other emergencies.		
Set up credit recovery periods 50-75 (HS Credit Recovery). <a href="#">MEM-6733.3 Credit Recovery Opportunities</a> .		
Review the UCOP Course List against your current master schedule to ensure all offered courses have been included. Update as needed. Ensure all AP teachers have AP syllabus numbers for their courses for UCOP submissions. <b>Deadline for final submissions and deletions is August 23, 2019.</b>		
Print MiSiS <i>Class Enrollment</i> Report (Matrix View and/or List View) to monitor class enrollment. <b>Ensure you adhere to the LAUSD-UTLA Agreement on Class Size Averages and Maximums.</b>		

Review MiSiS <i>Assignment Monitoring</i> Report and correct any mis-assignments.		
Print student schedules for distribution once all changes have been completed.		
Meet with principal to review classification report from MiSiS and FOCUS Dashboard in preparation for Norm Day.		
Prepare IGP presentations for all students.		
Meet with counseling team to review enrollment, closed classes, open classes, balancing, opening day concerns, etc.		
Follow “No Show” process for students who are ‘no shows’. Refer here: <a href="#">No Show Process.</a>		
Download the and review the <a href="#">Counselor Toolkit</a> with counselors to use as a resource.		
<b>September</b>	<b>People Responsible</b>	<b>Due Date</b>
Monitor and correct CERTIFY reports regularly.		
Review 5-week grade reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019.</a> Counselors must meet with students that are off-track and in danger of not graduating/culminating before the end of the 10th week each semester and complete the IGP ( <a href="#">BUL- 2537.7 Individual Graduation Plan</a> )		
In preparation for Norm Day, review budget and the FOCUS Norm Day Enrollment Dashboard and MiSiS Classification Reports		
Notify teachers and students regarding counselor class visitations and programming for spring		
Complete grade level promotions and demotions prior to Norm Day.		
<b>October</b>	<b>People Responsible</b>	<b>Due Date</b>
Review 10-week grade reports. Identify at-risk students. IGPs for all at-risk students must be held and a personalized plan for credit recovery must be completed by 10-week. ( <a href="#">BUL- 2537.7 Individual Graduation Plan</a> )		
Produce and send 10-week letters to at-risk students.		
Prepare timeline for Spring programming that includes class visitations, programming, MiSiS input and setting specific dates with counselors. Prepare student programming sheets in preparation for Spring programming (if applicable).		
IGPs for <b>ALL</b> students must be completed by end of Fall Term.		
Review program planning/elective sheets procedures, review information that will be given to students in preparation for spring programming.		

Prepare for Spring Term Rollover. See <a href="#">MiSiS Concurrent Term Editor Guide</a> .		
Zone of Choice application process: 8th grade students participate in online high school application at their middle school.		
<b>November</b>	<b>People Responsible</b>	<b>Due Date</b>
Administration discusses proposed master schedule changes for next year with faculty. All decisions regarding proposed changes, including any bell schedule changes, should be finalized and voted upon, if necessary, <b>by the end of the semester</b> . Resources: <a href="#">BUL-6144.1, School Day, Schedule Requirements and Schedule Change Requests for Regular, Minimum, Shortened, Banked-Time and Pupil Free Day</a> <a href="#">REF-685.17, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (HS)</a> <a href="#">REF-684.17, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (MS)</a> <a href="#">REF-683.17, Daily and Annual Instructional Minutes Requirements and Certification of Bell Schedules (ES)</a> <a href="#">REF-1467.16, Instructional Minutes Requirements and Certification of Schedules, Options Schools 2018-19</a> <a href="#">REF-6538.0, Implementation of Alternative Instructional Schedules in Secondary Schools</a>		
Set up credit recovery for Winter Recess.		
Review 15-week marking reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019</a> and identify at risk students.		
Commit the Concurrent Term Editor for the Spring Term.		
Prepare Closing Bulletin for Fall Term. See <a href="#">REF-6294.3 Secondary Official Roll Book</a>		
<b>December</b>	<b>People Responsible</b>	<b>Due Date</b>
Review 20-week grade reports <a href="#">REF-4236.14, Dates for Required Reports of Marks in Secondary Schools 2018-2019</a> . Identify new at-risk students.		
Review contingency plans for Spring Term opening day in case of system outages or other emergencies.		
Review class balancing needs for Spring Term. Make adjustments as necessary. <b>Ensure you adhere to the LAUSD-UTLA Agreement on Class Size Averages and Maximums.</b>		
<b>ALL</b> students should have a completed schedule for Spring Term.		
Prepare Opening Bulletin for Spring Term.		

Plan timeline for: printing and mailing final report cards, printing cum labels, printing Spring Term student schedules and class rosters.		
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