

Scheduling Master Schedule & Summer School Timeline

School years: 2021-2022 & 2022-2023

Student Information Systems

<u>Timeline</u>	<u>Date</u>
1. SIS Email Administrative Services (Adonna and Kevin) regarding school boundaries	11/02/2021
Second Semester SMS (2020-2021)	
2. SIS Email sites regarding criteria for opening SMS	11/02/2021
3. Open SMS for 2 nd Semester (mostly 3 comprehensive high schools)	11/05/2021
4. Copy 1st semester grades to HIS , then roll SMS to MST	12/17/2021
5. SIS Email sites when MST is available	12/17/2021
Next school year - SMS (2022-2023)	
6. SIS Prepares Data (next school & next grade)	December 2021
7. SIS Email sites regarding criteria for opening SMS for 2022-2023 (Clean SMS or copy from existing MST)	01/10/2022
8. Pre-enrolled/Rollup for next school year (5 th and 8 th graders) - Create SMS for next school year Elementary & Secondary	01/19/2022
9. Summer School Dates and Courses sent to SIS	01/19/2022
10. Summer school SMS to open	01/21/2022
11. SIS Email to inform after SMS window open	01/19/2022 –
12. SIS Support Site with Master Schedule Monitoring	March – July, 2022
13. SIS Email Sites to rollover SMS to MST	08/03/2022
14. SMS to MST (day before school starts)	08/05/2022