

Scheduling Master Schedule & Summer School Timeline

School years: 2023-2024 & 2024-2025

Student Information Systems

<u>Timeline</u>	<u>Date</u>
1. SIS Email Administrative Services regarding school boundaries	11/01/2023
Second Semester SMS (2023-2024)	
2. SIS Email sites regarding criteria for opening SMS	11/01/2023
3. Open SMS for 2 nd Semester (mostly 3 comprehensive high schools)	11/03/2023
4. Copy 1st semester grades to HIS , then roll SMS to MST	12/15/2023
5. SIS Email sites when MST is available	12/15/2023
Next school year - SMS (2024-2025)	
6. SIS Prepares Data (next school & next grade)	December 2023
7. SIS Email sites regarding criteria for opening SMS for 2024-2025 (Clean SMS or copy from existing MST)	01/10/2024
8. Pre-enrolled/Rollup for next school year (5 th and 8 th graders) - Create SMS for next school year Secondary Only per site request	01/18/2024
9. Summer School Dates and Courses sent to SIS	01/18/2024
10. Summer school SMS to open	01/23/2024
11. SIS Email to inform after SMS window open	01/18/2024 –
12. SIS Support Site with Master Schedule Monitoring	March – July, 2024
13. Open Elementary Master Schedule	05/16/2024
14. SIS Email Sites to rollover SMS to MST	07/28/2024
15. SMS to MST (day before school starts)	08/05/2024