Student Registration Timeline

2020-2021 School Year | Last Revision: Oct 2, 2020

Current Timeline—Key Dates

Date	Task	Person(s) Responsible	Details
November 6th	Career Center Apps open on CC websites	Career Centers	• Form to launch application to request a class at a Career Center
November 30th-December 4th	PowerScheduler Training: Preparing the Master Schedule for the 2020-2021 School Year (Middle/High Only)	PowerSchool Team	• How to train teachers • Setting up PowerSchool • Activating Courses
December 9th-February 12th *February 12th is final day, but must completed* ***prior to teacher recommendations***	Complete Online Course Catalogs (OCC) *Must have classes activated in PowerScheduler for 2021-22 year for OCC to "Pick up". Courses in OCC display by the grade level that is on the course in PS, not the grade level school decides to offer the course to.*	Course Counselors	• Revise first four pages in Online Catalogs (OCC)
January 4th-February 19th	Curriculum Information Nights Registration Handouts posted	School Principal	• Set and publish date on the Shared Google Drive *Student Registration* • *Check master for other school curriculum nights* • *HS/MS Share registration handouts on shared Google Drive*

	to shared drive	School Counselors	
Schools set deadline prior to student registrations	Teacher Recommendations	Teachers	• Make recommendations in PowerTeacher
January 22nd	Career Centers send lists of courses to be offered to High Schools	Career Centers	• Choose what courses to offer • Launch courses on websites
January 25- January 29th	PowerSchool training for elementary	PowerSchool Team	• How to register students
February 19th	Launch Online Catalogs and Registration Info	Academics & ETS Development team	• Develop team to launch the catalogs and registration information
February 8th- February 19th	Grade 6/7 Teacher Recommendations due	6th and 7th grade Teachers	• Recommend classes to students
February 22nd- February 26th	Grade 6/7 Student Registration	Students/Parents	• Students/Parents register online
March 1st- March 5th	Grade 6/7 Edit Days	School Counselors	• Clean up any errors/registrations
February 16th- February 26th	Grade 5 Teacher Recommendations	5th Grade Teachers	• Recommend classes to students
March 1st- March 5th	Grade 5 Student Registration	Students/Parents	• Students/parents register online
March 8th- March 12th	Grade 5 Edit Days	School Counselors	• Clean up any errors/registrations
February 22nd- March 5th	Grade 8 Teacher Recommendations Due	8th Grade Teachers	• Recommend Classes to Students
March 8th- March	Grade 8 Student Registration	Students/Parents	• Students/parents register

12th			online
March 15th- March 19th	Grade 8 Edit Days	School Counselors	• Clean up any errors/registrations
March 1st- March 12th	Grade 9-11 Teacher Recommendations Due	9th-11th Grade Teachers	• Recommend classes to students
March 15th- March 25th	Grade 9-11 Registration	Students/Parents	• Students/parents register online
March 26th- April 23rd	Counselor Clean up HS and CC work together in Special Focus apps to compare lists and approve students for classes	School Counselors	• Clean up registration errors • Prepare for building of master schedule
April 12th	Student Request Letters sent Home to Parents for Signature Send out "Student Transportation Status 2021-2022 Forms	Schools/Students/Parents	• One letter per student • Lists classes registered • Signed and returned by parents • One parent letter and "Student Transportation Status 2021-2022" Form per student
April 15th	Student Request Letters Returned to School "Student Transportation Status 2021-22" form returned to School	Schools/Students/Parents	• Signed and Returned by Parents
April 19th	Elementary & Middle Schools send signed school counselor request letters to appropriate feeders		• Completes transitions to feeder school for transportation

	5th & 8th "Student Transportation Status 2021-2022 forms sent to appropriate feeder schools. (ES and MS must enter any transportation changes for students in "Future Arrival" and "Future Departure" fields in PS before sending them to next school.) Schools send completed "Student Transportation Status 2021-2022" forms to appropriate bus receiving center.		
Week of April 26th	1 Required work day with PS team to enter scheduling information and troubleshoot errors	PowerSchool School Counselors	• Clean up requests
Week of May 3rd	1 Required work day with PowerSchool trainer to work on master schedule and load student requests	PowerSchoool School Counselors	• Build Master Schedule to 80%-90% • Load requests into master scheduler
June 19th (10:00 PM)	School Master Schedules Completed Transportation codes for future year in PowerSchool in future fields All schools pull needed info for 2021-22	School Counselors	• Master schedule completed • Completes transportation requests for 2021-2022
June 21st- June	EOY Roll Over	PowerSchool Team	• Roll Over to new year

25th			
June 28th	Roll-Over/Clean up and Data Verification by Planning and Demographics		• Ensure Data is Correct
June 29th	First Required Clerk Work Day		• Clean up Geo Codes • Clean up Addresses • Transportation Begins bus Routing
End of Day July 13th	Students scheduled into Career Center Place Holder Class	School Counselor	• Schedule students for placeholder class so Career Centers can schedule students