

YOUR STRATEGIC MASTER SCHEDULING CHECKLIST

A Comprehensive Operational Timeline & Compliance Guide for School Leaders

Use this structured, step-by-step operational checklist to systematically gather data, navigate systemic constraints, build an optimized master grid, and maintain full state and institutional compliance.

JANUARY: DATA COLLECTION & FORECASTING

- ☐ **Review CCMR & CTE Pathways**
Audit TEA regional programs of study to ensure upcoming course offerings maximize accountability points.
- ☐ **Publish Course Guide**
Update the campus course catalog with accurate descriptions and graduation requirements.
- ☐ **Launch Student Choice Sheets**
Distribute course selection materials to current and feeder-pattern students.
- ☐ **Track Certification Changes**
Audit current staff teaching certifications using the Texas SBEC portal to identify future gaps or upcoming expirations.

FEBRUARY: REQUEST VALIDATION & STAFFING PROJECTIONS

- ☐ **Tally Student Requests**
Clean student choice sheet data and aggregate total requests per course.
- ☐ **Determine Section Counts**
Divide total course requests by target class size caps to calculate required sections.
- ☐ **Conduct Staffing Intent Surveys**
Gather formal data on staff retirements, resignations, or internal transfer requests.
- ☐ **Submit Staffing Allocations**
Present data-driven personnel requests to the central office based on enrollment projections.

MARCH: STRUCTURAL DESIGN & FRAMEWORK SELECTION



Finalize District Allotments

Secure approved campus FTE counts and staffing budgets from the district office.



Analyze Student IEP / 504 / ELL Needs

Collaborate with Special Education and ESL coordinators to project required inclusion, co-teaching, and resource sections.



Define the Structural Grid

Lock in the campus day framework (e.g., traditional 7-period, 8-period, or A/B Block) and determine lunch wave placements.



Draft the Master Schedule Grid

Create the digital matrix within your student information system (SIS), such as Skyward, Ascender, or PowerSchool.

APRIL: THE "INVERTED PYRAMID" BUILD PHASE



Lock In Shared Staff & Dual Credit

Coordinate with regional community college partners and district campuses to pin down traveling teacher schedules.



Schedule SPED & ESL Co-Teaching Blocks

Place high-needs inclusion pairings onto the grid first to guarantee common planning times.



Anchor Campus Singletons

Place specialized courses that run only once a day (e.g., Varsity Band, Athletics, AP Sciences).



Seat the Doubletons & Tripletons

Distribute courses with two or three sections across the day to prevent scheduling deadlocks.

MAY: MASS LOADING & CONFLICT RESOLUTION



Load Mass Sections

Input general education core classes to fill out the remainder of the grid.



Run Initial Student Simulation Loads

Execute the automated student placement algorithm within your SIS to analyze the match rate.



Resolve Scheduling Bottlenecks

Manually adjust conflicting singleton sections to drive the initial student match rate above 85%.



Review State Compliance Mandates

Verify every full-time teacher has a minimum of 450 planning minutes every two weeks, with a daily 45-minute consecutive block (Texas Education Code § 21.404).

 Compliance Check: Texas Education Code § 21.404 mandate must be met.

JUNE & JULY: SYSTEM MAINTENANCE & SECTION BALANCING



Audit Final STAAR / EOC Scores

Review late-spring state testing data to identify students requiring mandatory accelerated instruction.



Insert Intervention Blocks

Build targeted remediation or advisory sections for students requiring academic support.



Process New Enrollments & Withdrawals

Update student rosters weekly as families move in or out of the attendance zone.



Balance Class Sizes

Shift student schedules to equalize section numbers across core academic subjects.

AUGUST: FINAL VERIFICATION & ROLLOUT



Verify Room Assignments

Cross-reference class sizes with physical room capacities and specialized equipment needs.



Distribute Preliminary Teacher Schedules

Hand out schedules during professional development week to allow for emergency correction requests.



Review IEP Accommodation Matches

Run a final compliance check ensuring special education students are correctly placed in classrooms matching their legally mandated accommodations.



Go Live & Release Student Schedules

Open the student portal for schedules, celebrating a conflict-free start to the school year.
