



TERMS

ELEMENTARY SCHEDULING OUTLINE

for
Elementary Master Schedulers and
Information Management Technicians

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SCHEDULING TIMELINE FOR ADMINISTRATORS

Many administrative decisions must be made prior to entering the teacher course records (Master Schedule) and student schedules in TERMS. Teacher, classroom, and student placement decisions should be made by a Scheduling Team, i.e., Principal, Assistant Principal, Guidance Counselor, ESE Specialist, and/or Teachers. These decisions are **not** the role of the Information Management Technician (IMT). The following is a suggested timeline to assist schools in the creation of these schedules.

January and February

- ✓ Review your school's instructional needs for the next school year:
 - Membership projections
 - Staffing
 - Facility issues
 - Program changes, such as addition or loss of ESE cluster, Pre-K classes, etc.
- Class size considerations:
 - What classes and subject areas were out of compliance?
 - What class size strategies are you planning on employing next year to address the out of compliant class periods?
 - If utilizing the co-teaching or multi-grade strategies, have the appropriate staff attended the co-teaching/multi-grade professional development?
 - Have the coaching staff (not funded by grant specific funds) been assigned a minimum of one class period?
 - Are there periods that are running under compliance that could either be combined with another classroom?
- Other issues:
 - Teacher certification and highly qualified teachers
 - Electives
 - Annual yearly progress
 - Teacher Verification Accuracy

February and March

- ✓ Conduct an enrollment survey of returning students (optional).
- ✓ Develop the Master Schedule and consider the following:
 - Teacher planning times and scheduling of specials
 - Lunch times
 - Teaming
 - Departmentalizing
 - Co-teaching
 - Room assignments
 - Grade level assignments
 - Identifying target students and their needs
 - Pullouts (ESE and resource)
- ✓ Conditions that may impact the decision to "roll" the Master Schedule in TERMS to the next school year:
 - New room additions (portables, modulars, construction)
 - A change in length of periods, i.e, increasing Language Arts to 120 minutes per day
 - Significant staff changes
 - Success with class size averages and FTE during the current school year

TERMS ELEMENTARY SCHEDULING

April

- ✓ Considerations in assigning students to teachers:
 - Promotions and retentions
 - Test scores
 - Entering kindergarten students
 - Reassignments

May / June

- Give Master Schedule to IMT to enter in TERMS, or to revise, if the Master Schedule was rolled.
- **Student schedules must be entered in TERMS prior to the first day that teachers return.**
- Be certain that the IMT is aware of ALL changes made to the Master Schedule and/or student schedules.
 - **Communicate, communicate, communicate!**

July

- ✓ Prior to teachers' first day, Assistant Principals should request the following printouts for their review and possible revision:
 - Master Schedule
 - Class Rolls by Homeroom – These must be accurate for Teacher Verification
 - ESE Roster for the ESE Specialist
 - ESOL Roster for the ESOL Coordinator
 - The District's local calculation of class size is located on the internet at <http://www.broward.k12.fl.us/casdl/csldata>. To log-in, enter the school's location number as both the "School #" and as the "Password." In addition to the calculation, there is general information regarding class size, such as courses eligible for the calculation and answers to frequently asked questions.

BEFORE STARTING

The first rollover of current school year information to the next school year occurs after the last day of school. This is often referred to as the mini-rollover or the little-rollover. During this rollover, students with summer term courses on their schedule will be made active at the school where the summer course is being taught. Students that do not have a summer course scheduled will become inactive.

After summer programs have ended, the final, or second rollover will take place. All students will become active at the school indicated in the next school field on the A04 General Assignments panel (see **Page 10**). If there is no next school information on this panel, the student will become inactive.

The following information is important when accessing TERMS to work on the Master Schedule and student schedules for the next school year.

Prior to the final rollover:

- When working on 2013-2014 school year courses for the Master Schedule and panels related to the Master Schedule, sign on in TERMS in year 14.
- When working on panels related to the student, including the student schedule:
 - Sign on in year 13 for students currently at your school who will be returning for the next school year.
 - Sign-on in year 14 for students that will be new to your school during the next school year.

CO2 BELL SCHEDULE

The Master Schedule begins with the Bell Schedule. The Bell Schedule identifies the instructional time for your students. Students are funded for Instructional Time.

If you choose to roll your master schedule, your bell Schedule(s) will roll with your Master Schedule.

- Bell Schedules among Elementary Schools may vary based upon the instructional time spent in each class. In order to better accommodate the scheduling of students who are pulled out of or pushed in to a room and period, and to assist in maintaining the mandatory class size, scheduling elementary students for 11 periods a day, by 30-minute periods is one option, or a 7 period day of one hour periods is another.
- Bell Schedules must be created to include Specials (i.e. Art, Music, etc.), **600 minutes of Language Arts, and 150 minutes of PE as required by the state** for all Elementary students.
- Schools may use more than one Bell Schedule, but must be careful not to cause overlapping times. Schools departmentalizing in some grades may need to use a separate Bell Schedule for those grades only.
- The **typical** Elementary School will have a total of 1650 instructional minutes per week (330 minutes per day X 5 days = 1650 minutes per week). **Students must show at least 1500 instructional minutes per week to be fully funded for FTE.** The times used are Military Times and need not match your ringing bells.
- *NOTE: When deciding on a Bell Schedule, you must keep in mind the effects that it will have on Pinnacle, FTE, Teacher Verification, and Class Size.*

TERMS ELEMENTARY SCHEDULING

PANEL: ____	C02. BELL SCHEDULES	CURRENT YEAR
SCHL: 0000 YOUR SCHOOL		
BELL: 1	PRD	TIMES
	1	0800 0830
	2	0830 0900
CAL: <u>01</u>	3	0900 0930
	4	0930 1000
	5	1000 1030
	6	1030 1100
	7	1100 1130
	8	1200 1230
	9	1230 1300
	10	1300 1330
	11	1330 1400
	12	
	13	
	14	

Schools can choose a scheduling configuration to meet the needs of students and staff.

- 7 Period Day
- 11 Period Day
- Hybrid – using two different bell schedules for different grades (when departmentalizing)
-

In this option all classes are divided into 30 minute periods. Students can be pulled out from 4th period thru 9th period for 30 minutes sessions to accommodate Class Size and departmentalizing.			In this option, all classes are scheduled for their full 60 minute periods (except for 3rd and 4th - designed for Therapy Pull outs). This would be for a school who may not be departmentalizing, but do pull students out for ESE Therapy sessions.		
11 PERIOD DAY SEPARATE LANG ARTS			7 PERIOD DAY MERGE ALL CLASSES		
Period	Time	Course	Period	Time	Course
01	0800 – 0830	Lang Arts	01	0800 – 1000	Lang Arts
02	0830 – 0900	Lang Arts	02	1000 – 1100	Math
03	0900 – 0930	Lang Arts	03	1100 – 1130	Science
04	0930 – 1000	Lang Arts	04	1130 - 1200	Science
05	1000 – 1030	Math		LUNCH	
06	1030 – 1100	Math	05	12:30 – 1300	Soc Studies
		LUNCH	06	1300 – 1330	Specials
07	1130 – 1200	Science	07	1330 – 1400	PE Teacher
08	1200 - 1230	Science			
09	1230 – 1300	Soc Studies			
10	1300 – 1330	Specials			
11	1330 – 1400	PE Teacher			

TERMS ELEMENTARY SCHEDULING

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04	0930 – 1000	Lang Arts	04	1130 - 1200	Science
05	1000 – 1030	Math	LUNCH		
06	1030 – 1100	Math	05	12:30 – 1300	Soc Studies
LUNCH			06	1300 – 1330	Specials
07	1130 – 1200	Science	07	1330 – 1400	PE Teacher
08	1200 - 1230	Science			
09	1230 – 1300	Soc Studies			
10	1300 – 1330	Specials			
11	1330 – 1400	PE Teacher			

SELECTING A BELL SCHEDULE

11 PERIOD SCHEDULE (use one bell)	7 PERIOD SCHEDULE (use one bell)	HYBRID (using different bell schedules for different grades)
You have a great amount of ESE students pulled out for Therapy throughout the day	You have few Therapy pull outs	You have few therapy pull outs
You will be departmentalizing all grades	You will not be departmentalizing	You will be departmentalizing one or two grades, i.e. (4 th & 5 th) will be scheduled for 11 periods and the other grades stay with the Homeroom teacher -will be scheduled for 6 periods
You have selected students who go to Intensive Language Arts for the entire 450 minutes of uninterrupted Language Arts	You do not have any pull out resources. All students stay with their Homeroom Teacher for all classes (except Therapy pull outs)	This option may limit your ability to level classes effectively, or to create grade combined classes.
You have students being pulled out of their Homeroom Package for intensive assistance in Language Arts or Math for the entire period(s)	You do not have any pull out resources. All students stay with their Homeroom Teacher for all classes (except Therapy pull outs)	
You have students who leave their ESE Cluster to go to Gen Ed classes for certain courses	Students stay in their Clusters all day and are not pulled out to Gen Ed classes	
You use pull outs for additional help for your students, and to assist with reaching class size goals	You do not need to use pull outs to meet your class size goals	Only some of your students in specific grades are pulled out for additional help throughout the day, and to assist with reaching class size goals

TERMS ELEMENTARY SCHEDULING

C01 ROOMS

PANEL: _____		C01. ROOM RESOURCES				<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Current Year</div>		
SCHL: 0000 Your School								
A	BLDG-RM	FISH	U	DESCRIPTION	STUDENT	FAC	OTHER	SQ-FT
C	_____	_____	_____		STATIONS	_____	SCHL	
—	01 105	105	—	ASSISTANT PRINCIPAL/OTHER OFFICE	000	00	—	150
—	02 131	131	—	RESOURCE ROOM	000	00	—	445
—	02 132	132	E	E S E RESOURCE	000	00	—	445
—	02 133	133	—	RESOURCE ROOM	000	00	—	445
—	02 134B	134B	—	ITINERANT OFFICE	000	00	—	152
—	03 201	201	—	LIBRARY (READING ROOM/STACKS)	000	00	—	2750
—	03 202	202	—	PRIMARY SKILLS LAB (K-3)	018	00	—	1006
—	04 308	308	—	ART - ELEMENTARY	000	00	—	1166
—	04 317	317	M	MUSIC - ELEMENTARY	000	00	—	1453
—	05 401	401	—	PRIMARY CLASSROOM (K-3)	018	00	—	1078
—	05 404	404	—	PRIMARY CLASSROOM (K-3)	018	00	—	1078
—	05 408	408	—	PRIMARY CLASSROOM (K-3)	018	00	—	1123
—	05 410	410	—	PRIMARY CLASSROOM (K-3)	018	00	—	1078
—	05 413	413	I	PRIMARY CLASSROOM (K-3)	018	00	—	1078

Instruction & Technology Rolls over your room files from year-to-year. Your school must make any changes resulting from circumstances such as, addition or loss of portables, new modulars, additional rooms as a result of construction, etc. **Do not rely on school room maps.** An administrator must walk the school to verify the accuracy of room and FISH numbers. You must schedule classes where they are really taking place. Do not anticipate changes until they are a reality.

To correct and/or add a FISH number to an existing entry, place an “A” or “C” in the blank field under the AC column. **To change a building or room number**, enter a “D” in the AC column and press enter to delete the line with the incorrect building and room number; then replace with the correct information using an “A” action code. **To add a room**, F8 forward to the next blank space and make the new entry using an “A” in the AC column.

If class is held in another school (see other school column) – enter that location number and their building and room. **You will need to obtain the Fish information from that school.**

Field “U” – This field can be left blank or can be coded with any of the values listed if the room is being used for other than its identified purpose, or not being used. This field is critical in providing accurate Class Size Data. Do not use a Room Usage code of “M” unless you have documentation regarding the classroom’s status, (e.g. maintenance work order, construction orders, etc.)

- A – Administrative Use and Other**
- C – Unavailable due to new construction**
- D – Demolition due to new construction**
- E – ESE Self Contained Classroom**
- F – Fee Paid Use**

- I - Internal Suspension room**
- M – Maintenance Issues**
- R – Reserved for Adult Education**
- S – Student Use**
- T - Transfer**
- U - Unassigned**

***FTE TIP–An error on a FISH number will lead to a Teacher Course FTE edit error.**

TERMS ELEMENTARY SCHEDULING

C05 STAFF/FACULTY

PANEL: _____	C05. STAFF/FACULTY	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Current Year</div>
SCHL: 0000 YOUR SCHOOL		
NBR T FIRST NAME	LAST NAME	SHORT NAME
039 I MARY	DOE	DOE
	KURZENBERGER CAITLIN	
SSN 000000000	JOB _____	S F R W
SDE 999999999	DP _____	BLDG-RM 85 851
FND SRC: N	RDG: N	PERS: 00000000
	AREA EXP: _ _	STARTS-ENDS 120507
ASSIGN: 00000000 HOMEROOM		50100430 LANG ARTS GRADE 2
50100500 READ		50120400 MATH-GRADE TWO
5015040M PHYS ED - GRADE 2		50200300 SCIENCE - GRADE TWO
50210400 SOC STUDIES 2		
PF1=HELP 3=EXIT 7=BKWD 8=FWD 12=ESCAPE		

Instruction & Technology will roll your teachers from year to year. Make only necessary changes, such as adding new teachers or correcting certificate, social security, and/or personnel numbers. For teachers not returning to your school next year, enter an end date in the "ENDS" field. **DO NOT REUSE THE TEACHER NUMBER UNTIL THIS TEACHER' DATA IS REMOVED FROM TERMS. THIS COULD TAKE A FEW YEARS.**

Social security number (SSN), state teacher certification number (SDE), and personnel number (PERS) are required. If this information is not available, use all **zeros** in the SSN and SDE fields and all **nines** in the PERS field until the actual numbers are available (do not "make up" numbers). The accurate Social Security and Certificate numbers must be entered prior to Survey 2 transmission in October, as this will generate an error at the FDOE. If the Teacher or Therapist is not an SBBC employee, enter all **eights** in this field. (As will be the case at Charter Schools.)

Do not use temporary teaching certificate numbers in the SDE field. If the teacher does not yet have a permanent Florida Teaching Certificate, use all zeros in the SDE field. The teacher's name must match the state certificate. For name changes (such as marriage, etc.), enter the new name into the "Short Name" field until the state certificate and/or Social Security number is updated with the new name. **All teachers must have valid social security and personnel numbers entered in TERMS as soon as possible (no later than FTE survey week).** Teacher certifications must be up to date in SAP. **When entering a new teacher, use the "Certification Lookup" on the TERMS Website to ascertain up to date certification information from the State DOE.**

All teachers who will have a Master Schedule course record must be assigned a teacher number on the C05 panel. No TBA's or undecideds will be sent to the state. All courses must be assigned to a teacher. Key in a new teacher number of your choice, then enter. **Teacher numbers assigned by schools cannot contain letters.** (Letters are reserved for district-identified personnel.) The system will query for the number you choose. If it has not yet been used, the message **"NOT ON FILE/ OR / TYPE DATA TO ADD"** will appear at the bottom of the screen.

If a teacher was previously placed out-of-field and has not complied with state-mandated out-of-field training requirements, then the teacher is not to be placed out-of-field again (in any area, for any length of time) until the teacher is back in compliance with out-of-field training requirements for the previous out-of-field area. All staff at your school will require a Teacher Panel on the C05 to be eligible to use Virtual Counselor, BASIS, Pinnacle and Destiny.

***FTE TIP –Incorrect or lack of Social Security Number will cause an FTE edit error on the Teacher Course record.**

C04 TEACHERS

PANEL : _____										Current Year 10
SCHL : 0000 YOUR SCHOOL										
NBR	T	NAME(LONG)	(SHORT)	SSN	S	R	DP	BLDG-RM	SDE	ST
---	--	-----			--	--		---		--
D04	I	LUDWIG RUTH	LUDWIG	XXXXXXXXXX	F	W		04 403	XXXXXXXXXXXX	I
D22	I	COFFEY MARILYN	COFFEY MAR	XXXXXXXXXX	F	W			XXXXXXXXXXXX	I
D24	I	SCHILLER ELLEN	SCHILLER	XXXXXXXXXX	F	W		01 108D	XXXXXXXXXXXX	
T04	I	AREVALO CAMILLE	AREVALO CA	XXXXXXXXXX	F	H		01 108	XXXXXXXXXXXX	
T09	I	MICHEL BERLINE	MICHEL	XXXXXXXXXX	F	B		01 108	XXXXXXXXXXXX	
T54	I	KLASS MARYSE	KLASS	XXXXXXXXXX	F	W		01 101	XXXXXXXXXXXX	
V04	I	LEVY JUDY WEISFELD	LEVY	XXXXXXXXXX	F	W			XXXXXXXXXXXX	
001	I	HISCHKE JENNIFER	HISCHKE	XXXXXXXXXX	F	W		99 1270	XXXXXXXXXXXX	
002	I	KINCHEN PATRECIA	KINCHEN	XXXXXXXXXX	F	B		08 803	XXXXXXXXXXXX	
003	I	CALABRESE CHRISTA	CALABRESE	XXXXXXXXXX	F	W		99 1198	XXXXXXXXXXXX	
004	I	HERNANDEZ ANN MARIE	HERNANDEZ	XXXXXXXXXX	F	H		08 801	XXXXXXXXXXXX	
005	I	RAMON SARA	RAMON	XXXXXXXXXX	F	H		12 233	XXXXXXXXXXXX	
006	I	RONCA CHRISTIE	RONCA	XXXXXXXXXX	F	W		08 802	XXXXXXXXXXXX	
007	I	NELSON TAMUE	NELSON	XXXXXXXXXX	F	B		12 210	XXXXXXXXXXXX	
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE										TERML : QPADEV

C04 is a "search" or "query" panel for teacher information from the C05 Staff/Faculty panel.

If you do not know a teacher's number, you can find the teacher by name on this panel. You can also query on other fields, i.e. entering an "M" in the S (sex) field to find all male teachers.

Placing the cursor on a line of teacher information and pressing enter will take you to the individual teacher record on the C05 Staff/Faculty panel.

Administrators need to ascertain the current and up to date Certification of every teacher prior to scheduling.

TERMS ELEMENTARY SCHEDULING

A04 NEXT SCHOOL

PANEL: _____		A04. GENERAL ASSIGNMENTS (PK-12)				Current Year					
STDT: <u>0000000000</u>	DOE JOHN			SCHL: <u>0000</u>	GR: <u>02</u>	ST: <u>A</u>					
HOMEROOM	HOUSE/TEAM	COUNSELOR		SCHL	GR	AS-SCHL	CAL				
CUR: <u>222</u> SMITH	---	---		0000	02	01	01				
NXT: _____	---	---		0000	03	01	01				
LST: <u>111</u> JONES	---	---		0000	01	01	01				
FREE/RED	ELG	PRT	DATE	AUDIT	MST	MPS	QAD	RESIDENCY	FIC	IAP	
LUNCH: <u>9</u>	<u>Y</u>	<u>Y</u>	<u>072110</u>	---	<u>Z</u>	<u>Z</u>	<u>00000000</u>	---	<u>Z</u>	---	
BREAKFST: <u>9</u>	<u>Y</u>	<u>Y</u>	<u>072110</u>	---	---	---	---	---	---	---	
LUNCH NO: <u>444</u>	SUMMER	CPST	DATE	XTRA	V/A-ECN	S-P	LCKR	GE	NMS	NAS	NHS
---	---	<u>N</u>	---	<u>N</u>	<u>N</u>	---	<u>Z</u>	<u>Y</u>	<u>Z</u>	<u>Z</u>	<u>Z</u>
HeadStart: _____	OTHER TRANSPORTATION		DECAL#	TAG#	LOC#	COMBINATION					
GED TEST: <u>Z</u>	---		---	---	---	---					
GRAD	IB	PS	EA	BAS	ELEM MIDD HIGH						
<u>21</u>	<u>ST</u>	<u>Z</u>	<u>99</u>	<u>Z</u>	BOUNDARY: 0571 0911 1711						
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE											
Record is displayed...Next?										TERML: QPADEV	

After I & T has automatically rolled this year's students to their next school (this is done in January of the new year), the current school must maintain the next school (SCHL) field. This must be done for new entries, transfers and withdrawals. If a student withdraws before the last day of school, the information in the **SCHL field on the NXT line** must be removed as part of the withdrawal process, and the **students not returning to your school, or the district, will be identified on the A04 Next School field with the appropriate Withdrawal Code. You must blank out the grade, assignment and calendar, and enter the WD code under the SCHL section.**

Only the school indicated in the SCHL field on the NXT line will be able to schedule the student for the next school year. Reassignments must be entered into the next school field.

If your school is experiencing Boundary Changes this year, ETS will automatically adjust the affected students' next school fields. ETS will also sweep Magnet Programs into this field. Any sweep to adjust this field **may** undo changes you have been making since the January transfer in, therefore, **you need to keep a record of all changes made to the "next school field" in the event a sweep undoes them.**

Review the E08 NEXT SCHL panel where you can readily identify any student without a "NEW SCHOOL." On the "U" and/or "A" query line, enter a 'U'. This will bring up a list of students who are "Unassigned".

NOTE: Students missing information in the next school field will remain inactive after the final rollover.

C14 COURSE DICTIONARY QUERY

PANEL: _____		C14. COURSE QUERY										CURRENT YEAR					
SCHL: <u>0000</u> YOUR SCHOOL																	
		P SC										C D S					
COURSE	TITLE	SA	XF	DP	S	W	TP	PGM	STS	GRDES	P	S	R	AVAIL	T	S	T

50010000	ART	NC		AR	0	N		101	30	KG	03			YYYYNN	N	N	I
50010001	ART	NC		AR	0	N		102	30	04	05			YYYYNN	N	N	I
50010006	ART	NC		EX	0	N		251	30	KG	05			YYYYNN	N	N	I
50010100	ART KINDERGARTEN	NC		AR	0	N		101	30	KG	KG			YYYYNN	N	N	
50010200	ART GRADE ONE	NC		AR	0	N		101	30	01	01			YYYYNN	N	N	
50010300	ART GRADE TWO	NC		AR	0	N		101	30	02	02			YYYYNN	N	N	
50010400	ART GRADE THREE	NC		AR	0	N		101	30	03	03			YYYYNN	N	N	
50010500	ART GRADE FOUR	NC		AR	0	N		102	30	04	04			YYYYNN	N	N	
50010600	ART GRADE FIVE	NC		AR	0	N		102	30	05	05			YYYYNN	N	N	
5002000L	INTRO TO COMPU LAB	NC		CS	0	N		101	30	KG	05			YYYYNN	N	N	
50020000	INTRO TO COMPU	NC		CS	0	N		101	30	KG	03			YYYYNN	N	N	
50020001	INTRO TO COMPU	NC		CS	0	N		102	30	04	05			YYYYNN	N	N	
50020006	INTRO TO COMPU	NC		EX	0	N		251	30	KG	05			YYYYNN	N	N	
50020008	INTRO TO COMPU	NC		MC	0	N		130	30	KG	05			YYYYNN	N	N	I
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE																	

The **C14 COURSE DICTIONARY** is a "query" or search panel. A query is done by entering information in one or more of the fields (such as 251 in the PGM field to find all ESE courses).

Enter the first several digits (or fewer) in the **COURSE** field and press enter to find and view details of a course or courses. Placing the cursor on the course and pressing enter will take you to the C15 Course Record panel of that particular course.

- Typically, elementary courses start with the number "5" (elementary ESE courses begin with "77" for KG-5, and "76" for PK). Enter a "5" in the first position of the "COURSE" field on the query line to search for only elementary courses.
- Math, Science, Social Studies, Language Arts and PE Courses are grade defined
- Labs end with "L"
- Study Hall / Media and PE for the homeroom teacher end with "M"
- You can query by **Name of Course**

If you would like to query by the last number of a course, such as finding all courses ending in "L," use the **space bar** to get to the last position of the COURSE field (do not "click" there or use the arrow keys), key in the letter "L" and press enter.

- Current Course Code Directory information is available on the TERMS website and is updated continuously. Refer to the Course Code Directory for changes, drops and adds of courses.

***FTE TIP--An incorrect course record will cause an FTE error. Using a course not approved by the State will REJECT the student course and the teacher record.**

TERMS ELEMENTARY SCHEDULING

C15 COURSE RECORD

PANEL: _____	C15. COURSE RECORD										CURRENT YEAR	
SCHL: <u>0000</u>	YOUR SCHOOL ELEMENTARY											
COURSE: NUMBER	TITLE	SA	XF	DP	PS	W	FLGS	WGT	SCHOOL	TYPE		
<u>50010400</u>	<u>ART GRADE THREE</u>	<u>NC</u>		<u>AR</u>	<u>0</u>	<u>N</u>						
TEMPLATE ID: _____	FORGIVENESS: _____	USER CDS: _____										
VALUE: CRDT	TRMS	DUR	MAX	GREQ	QUAL:	PGM	STS	GRADES	P	S	R	AVAIL
	<u>1</u>	<u>1</u>				<u>101</u>	<u>30</u>	<u>03 03</u>				<u>YYYYNN</u>
MISC: OPT	CRS/LVL	CERT	DESC	ESOL-CAT	PGM-130	IB	DEI	T	COURSE			
<u>S</u>				<u>0</u>	<u>N</u>	<u>N</u>	<u>Z</u>					
VOC: SUB-PGM	LENG	INT	PRTY	FEES: ST	TYPE	AMT	TYPE	AMT	TYPE	AMT		
		<u>Z</u>										
DATES: ADOPTED	UPDATED	DROPPED	RI	HQC								
<u>083012</u>	<u>083112</u>		<u>N</u>	<u>Y</u>								
PF1=HELP 3=EXIT 7=BRWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE												

All courses offered in your school must be active on the C15 panel. If the course is no longer active, there will be a date in the DROPPED field. All schools will be informed of changes to the County Course Dictionary through periodic updates on the TERMS Website Course Code Directory. Questions about the County Course Dictionary should be directed to Harriet Walters, College and Career Readiness, 754-321-1875.

When you attempt to create a C17 Master Schedule record for a course that has never been used at your school, the course number will highlight. You cannot continue until the course is adopted from the C15 into your school's course directory. **For 2014 School Year the DOE has eliminated the Reading Course from the elementary schedule. Reading instruction is now combined in Language Arts, as well as the other Core Courses. Be sure that your Course Codes are brought up to date prior to scheduling any students. (You will also need to update the Packages on the C18 Panel.)**

Enter the course in the NUMBER field and press enter. The message "PRESS ENTER TO ADD FROM DIST CURRICULUM" will appear at the bottom of the screen. After you press enter to add the course, the current date will appear in the UPDATED field. You can then return to the C17 panel to continue creating the Master Schedule record.

Language Arts courses have been coded with and "R" identifying the Responsible Instructor for Reading "R". There is no action required by the school in this field. When creating any new C15 course records for language arts, please enter the "R" for responsible instructor, and enter an "N" for all other courses.

FTE TIP – Courses that have been dropped by the State will not be recognized for FTE

TERMS ELEMENTARY SCHEDULING

C17 MASTER SCHEDULE

PANEL:	C17. MASTER SCHEDULE	Current Year
SCHL:	0000 YOUR SCHOOL ELEMENTARY	
CLASS:	COURSE SEC/M 50120400 102A MATH-GRADE TWO	SA XF DP P W NC MT 0 N
T PRDS	DAYS TCHR	BLDG-RM TP STS OCCUP TIMES MINS DATES
3 0505	MTWRF 102 SMITH	06 603 00 18 16 16 1000 1030 150 082212 060814
VALUE:	CRDT TRM DUR TOT MAX GREQ QUAL	PGM--E HLT C O GRADES P S R SCI GE DR
	1 1 180	101 Y Y I N 02 02 _ _ _ _ Z Y Z
MISC:	C S A 130 CAT B CL SM ATT DEI G W A P FTE-1 FTE-2 FTE-3 FTE-4	
	_ Y 2 1 01 S _ _ _ _ Z N N N N	
VOC:	SET SUB-PGM VOC-OCC BB I LS FEE:S TYPE AMT TYPE AMT TYPE AMT	
	_ _ _ _ Z _ 0 Z _ _ _ _	
GROUP:	CNTRL OPT TM RI GUEST FTA	
	_ _ _ S _ _ N	
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE		

- **COURSE SEC/M:** Enter course and section number. In addition to academic courses, for each K-5 classroom teacher (not necessary for PK) must have a homeroom. COURSE 00000000, PRDS 0000, MINS 0, PGM 999.
- **T:** The Term for the course. All courses for traditional calendar elementary schools will be **Term 3**.
- **PRDS:** The period for the course, based on the bell schedule. Minutes must equal the amount of time per week that the subject is taught.
- **DAYS:** Defaults to MTWRF. If the course is not taught every day, you may choose, though it is not necessary, to change the days to indicate the days the class meets. This would apply to courses such as specials or pullouts. This field is position sensitive, so blank-out the days that the course does not meet, leaving the days that the course does meet in their correct positions. Ex: T F
- **TIMES:** Military time that will default based on the bell schedule and the period entered.
- **MINS:** The weekly minutes for the course are the time multiplied by the number of days. In the example above, 8:15-8:45 is 30 minutes, multiplied by 5 days (MTWRF), to equal 150 per week.
- **PGM:** Program number for the course. = 101 for K through 3, and 102 for 4th & 5th.
- **130:** If field defaults to an N it is not ESOL eligible, and cannot be coded with 130 Program Code. If this field = "1" indicates course is a Category 1 course (select language art courses). If this field = "2" indicates course is a Category 2 course (select math, science, social studies, and computer literacy courses).
- **B:** This field defaults to Bell Schedule "1." When using multiple Bell Schedules, be sure to enter the correct bell number.

***NOTE:** You can override many of the fields on the C17 panel, such as the teacher and room number, the program number, the number of seats, and others.

FTE TIP – Program 101 on a course for a Grade 4 or 5 student will cause an FTE error.

C17 MASTER SCHEDULE

PANEL: _____	C17. MASTER SCHEDULE	Current Year 13
SCHL: <u>0000</u> YOUR SCHOOL ELEMENTARY		TYPE: 1
CLAS: <u>COURSE SEC/M</u> <u>50120400 102A MATH-GRADE TWO</u>	SA XF DP P W NC MT 0 N	FLGS WGT CRS/LVL
T PRDS DAYS <u>SMITH</u>	BLDG-RM TP STS OCCUP TIMES MINS	<u>DATES</u>
3 0505 MTWRF <u>102 MCNAMARA</u>	<u>06 603 00 18</u> 16 16 1000 1030 150 0	<u>082013 060614</u>
VALUE: CRDT TRM DUR TOT MAX GREQ QUAL:	PGM--E HQT C O GRADES P S R SCI GE DR	
1 1 180	<u>101 Y Y I N 02 02</u> _ _ _ _ Z Y Z	
MISC: C S A 130 CAT B CL SM TTT DEI G W A P	FTE-1 FTE-2 FTE-3 FTE-4	
_ _ _ Y 2 1 01 S Z Z N N N N	
VOC: SET SUB-PGM VOC-OCC BB I LS FEE:S TYPE	AMT TYPE AMT TYPE AMT	
_ _ _ _ Z 0 Z Z	
GROUP: CNTRL OPT TM RI GUEST FTA	_ _ _	
_ _ _ S _ N		
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE		

SECTION NUMBER

- Every course must have a section number. **The section number must consist of at least 3 characters and cannot have more than 4 characters.** Both numbers and letters can be used.
- It is recommended that each homeroom of students (package) have the same section number on all of their courses and that the specials scheduled for the homeroom class also use the same section number as that of the homeroom (**when departmentalizing remember that the section number stays with this group of students, and only the teacher number will change**).
- Each school can choose their own section number protocol. For example, section numbers can be consecutive, such as 001, 002, 003, or the first character can represent the grade level, such as K01 for a kindergarten course, 101 for a first grade course, 201 for second grade course, etc.
- Using the teacher number as the section number is discouraged. This can cause confusion when a teacher leaves a school. If the new teacher's number is entered on the existing courses that have the departed teacher's number as the section number, your section number protocol is disrupted. Otherwise, students must be dropped from the departing teacher's courses, and then added to newly created courses and sections for the new teacher.
- If you rolled your Master Schedule, be sure to review all courses prior to entering students. Delete any C17s for courses you will no longer be using. (i.e. Reading courses)
- **When using Pinnacle Grade Book - In grade-combined classes (i.e. clusters) you will need to use grade defined courses.**

TERMS ELEMENTARY SCHEDULING

C17 MASTER SCHEDULE

PANEL: _____	C17. MASTER SCHEDULE	Current Year
SCHL: 0000 YOUR SCHOOL ELEMENTARY		TYPE: 1
CLASS: COURSE SEC/M	SA XF DP P W	FLGS WGT CRS/LVL
50120400 102A MATH-GRADE TWO	NC MT 0 N	
T PRDS DAYS TCHR	BLDG-RM TP STS OCCUP TIMES MINS	DATES
3 0505 MTWRF 102 SMITH	06 603 00 18 16 16 1000 1030 150 C	082511 060912
VALUE: CRDT TRM DUR TOT MAX GREQ QUAL:	PGM--E HQT C O GRADES P S R	SCI GE DR
1 1 180	101 Y Y I N 02 02	Z Y Z
MISC: C S A 130 CAT B CL SM TTT DEI G W A P	FTE-1 FTE-2 FTE-3 FTE-4	
Y 2 1 01 S Z	Z N N N N	
VOC: SET SUB-PGM VOC-OCC BB I LS FEE:S TYPE	AMT TYPE AMT TYPE AMT	
Z 0 Z Z	
GROUP: CNTRL OPT TM	RI GUEST FTA	
S	N	

PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE

SCHEDULING METHOD code will default to “S” for elementary schools. Codes used by elementary schools for CORE courses are:

- S: Self-contained**
- C: Co-teaching* ****
- G: Individual or Group Instruction**
- I: In-Class One-on-One**
- M: 2 or more teachers in one FISH****

*If Scheduling Method C is used, Team Teacher Training code must be entered in the TTT field.

**When using Scheduling Method “C” or “M”, be sure to have a companion C17 for another teacher, similarly coded in the SM field, in the same room at the same period and time of day.

TERMS ELEMENTARY SCHEDULING

E11 TEACHERS AND ROOMS FAST ENTRY

PANEL: _____ E11. TEACHER/ROOM ASSIGNMENT CURRENT YEAR

SCHL: 0000 YOUR SCHOOL

COURSE	SEC/M	B	TM	T	-DAYS-	PRDS	TCH	BLDGRM	TEACHER	STS	PGM
50150100		1	3		MTWRF	0688	302	01147	JONES	030	101
50150100	105	1	3		MTWRF	0688	302	01147	JONES	035	101
50150100	123	1	3		MTWRF	0788	302	01147	JONES	035	101
50150100	126	1	3		MTWRF	0788	302	01147	JONES	035	101
50150100	130	1	3		MTWRF	0688	302	01147	JONES	030	101
50150100	142	1	3		MTWRF	0688	302	01147	JONES	030	101

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
No additional pages...Next? TERML: QPADEV

After courses are entered on the C17 Master Schedule panel, the E11 panel is a quick way to make changes to more than one course record for any of the fields shown. Changes made to courses on E11 will also update the courses on C17.

- T** Term
- DAYS** Days of week course is taught
- PRDS** Beginning and ending periods course is taught (example, 0101)
- TCH** Teacher number
- BLDGRM** Building/Room number
- STS** Seat Count (example 30)
- PGM** FTE program category (i.e., 101 for K-3, or 102 for Grades 4-5)

If there are no students scheduled in the course, all of the fields on the E11 can be changed. If there are students scheduled in the course, then only the TCH, BLDGRM, STS, and PGM fields can be changed.

Changing the room number on the E11 panel will not update the room number on the C05 Staff/Faculty panel.

SCHEDULING SPECIALS

Since different specials are offered in different ways at each elementary school, a generic scheduling method has been developed that will capture average weekly minutes per class. The student schedule in TERMS will not necessarily reflect the actual days and times the classes meet, but will indicate the correct number of minutes per special for FTE reporting purposes.

One 30 minute period of the day is used for specials. That same period will be used for each of the student's specials; therefore, the student schedule will show anywhere from 3 to 10 specials classes all scheduled in the same period. In order to exclude these classes from the class size calculation, the period being used for the specials must end in 88, such as 1088.

- Using 88 at the end of a period will cause the TIMES and MINS fields on the Master Schedule record to default to blank. The actual times of the period (such as 1330 and 1400) must be entered in the TIMES field, and the minutes per special determined by the formula and table below must be entered in the MINS field.
- **The Scheduling Method will default to S and should not be changed.**

The school should determine the number of minutes per day that a student participates in a special. As a general rule, we schedule 30 minutes per day for specials. 30 Minutes multiplied times 5 days will be 150 minutes devoted to specials. Divide the number of weekly minutes, 150, by the number of specials to determine the average weekly minutes for each special.

EXAMPLE

Number of minutes per day for special: 30 minutes per day
Multiplied by 5 days for weekly minutes: $5 \times 30 = 150$ minutes per week
Number of specials per student: 6 specials per student
Minutes per special: $150 / 6 = 25$ minutes per special

Specials per Student	Weekly Minutes per Special
3	50
4	37 for two and 38 for the other two
5	30
6	25
7	21 for four and 22 for the other three
8	19 for six and 18 for the other two
9	17 for six and 16 for the other three
10	15

PACKAGE SCHEDULING

The class package is a helpful tool for student scheduling. The class package is a **group** of courses assigned a number (alpha and/or numeric). This is called the "Package Number" (C03).

Package scheduling eliminates the need to enter multiple courses on the students A10 panels. When a new student enrolls in a school, the student can be quickly scheduled by the use of the Package Number. When the administrator decides to which homeroom teacher the student will be assigned, the Package Number that contains that group of courses, including specials, and possibly departmentalized classes, is entered on the **A04 General Assignments panel**. All courses linked to the Package Number will then update to the student's schedule on the A10 panel.

The Package belongs to the Student and a group of courses. It does not belong to a Specific teacher. A number of teachers may be included in any one package.

- **Package numbers must be created using C03 'Homeroom/ Package' Panel**
- **Courses are assigned to a 'Package' using C18 'Package Panel'**

Package assignments to students are completed either on the **A04 'General Assignments' Panel** or the **E06 'Fast Entry Homeroom/Team Panel.'** The **E06 panel is a fast entry panel** that may be used to enter package numbers for multiple students prior to the start of school.

Instructions on how schools can roll their packages from one school year to the next are on the following page.

NOTE: If you are not using the Package Scheduling Method, refer to Pages 25-26 for an alternate scheduling procedure using the C20 Classroll and C19 Class Utility panels.

If you are departmentalizing, and some of your students spread out and leave the group for one or more periods, you can leave these courses out of the package and schedule them individually, or on the C20.

ROLL CLASS PACKAGES - BATCH SUBMISSION TS2052U

DATE

Roll/Purge Class Packages (TS2052U) 14:24:37

School : 0000
From Schl Year : 13
To Schl Year : 14
Delete Old Class Packages : N (Y=Yes, N=No)
Post/Edit : P (P=Post, E=Edit)

PF3=Exit 12=Cancel ENTER=Proceed

If you do not chose to roll your packages, proceed to the next page.

Prior to the first rollover, **CLASS PACKAGES** can be rolled from one year to the next (i.e. 12 to 13).If your packages are remaining somewhat the same with few changes, the TS2052U batch submission process can be used.

- You will be in the current school year
- Go to the "Reports Menu" (PRT in panel ID) and choose #4 "Scheduling Menu – Updates"
- On the "Scheduling Updates Menu," choose #11 TS2052U Roll Package Schedules

SCHL Your location number
FROM SY Current school year
TO SY Next school year
DEL OLD N
POST E/P E for edit mode (for review) or
P to post for permanent changes

Note: If you select E for edit mode, you must repeat the entire process to post. **POST ONLY ONE TIME!**

CO3 HOMEROOMS

Define and Title the Packages

PANEL: _____		C03. HOMEROOMS				New School Year	
SCHL: 0000 YOUR SCHOOL							
A	HMRM	TCHR		BLDG-RM	TIMES	STS/OCC	
C	_____	_____		__ __			
—	K01	105	TEACHER TEACHER	01 134	_____	_____	
—	K02	123	TEACHER TEACHER	01 135	_____	_____	
—	K03	169	TEACHER TEACHER	01 136	_____	_____	
—	101	178	TEACHER TEACHER	01 202	_____	_____	
—	102	231	TEACHER TEACHER	01 206	_____	_____	
—	103	445	TEACHER TEACHER	01 331	_____	_____	
—	201	100	TEACHER TEACHER	01 334	_____	_____	
—	_____	_____		_____	_____	_____	
—	_____	_____		_____	_____	_____	
—	_____	_____		_____	_____	_____	
—	_____	_____		_____	_____	_____	
—	_____	_____		_____	_____	_____	
—	_____	_____		_____	_____	_____	
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE							
Updates applied...Next?							

This panel is used to identify Package Numbers. You must assign the Package Numbers on this panel in order to enter the courses for the package on the **C18 Class Package panel**.

AC Use "A" to add a package number, "C" to change an existing package or teacher, and "D" to delete the entire line of information.

HMRM Homeroom (Package Number) up to 4 characters, alpha or numeric.

TCHR Teacher number (required). This will be the Homeroom Teacher.

BLDG-RM Building and room numbers (will default from the C05 Staff/Faculty panel if the building and room numbers have been entered on that panel)

Use the C03 to assign package numbers, and then go to the C18 to enter the courses in the package.

C18 CLASS PACKAGE

Entering the Courses into the Package

PANEL: _____	C18. CLASS PACKAGE		New School Year				
SCHL: 0000 YOUR SCHOOL			PKG: <u>K02</u>				
A							
C	COURSE	SEC/M	TCHR	T DAYS	PERIODS	BLDG-RM	FG
-	00000000	002	HOMEROOM	3	MTWRF	00 00	16-1621 NY
-	50100400	002A	LANG ARTS GRADE K	3	MTWRF	01 01	16-1621 YY
-	50100400	002B	LANG ARTS GRADE K	3	MTWRF	02 02	16-1621 YY
-	50100400	002C	LANG ARTS GRADE K	3	MTWRF	03 03	16-1621 YY
-	50100400	002D	LANG ARTS GRADE K	3	MTWRF	04 04	16-1621 YY
-	50120200	002A	MATH-GRADE K	3	MTWRF	05 05	16-1621 YY
-	50120200	002B	MATH-GRADE K	3	MTWRF	06 06	16-1621 YY
-	50200100	002A	SCIENCE - GRADE K	3	MTWRF	07 07	16-1621 YY
-	50200100	002B	SCIENCE - GRADE K	3	MTWRF	08 08	16-1621 YY
-	50210000	002	SOCIAL STUDIES	3	MTWRF	09 09	16-1621 YY
-	50150200	002	PHYS ED - GRADE K	3	MTWRF	10 88	09-901 YY
-	50010000	002	ART	3	MTWRF	10 88	07-701 YY
-	5012020L	002	MATH-GRADE K LAB	3	MTWRF	10 88	02-204 YY
-	50130000	002	MUSIC GEN	3	MTWRF	10 88	13-131D YY
-	5015020M	002T	PHYS ED - GRADE K	3	MTWRF	11 88	16-1621 YY
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE							

This panel is used to group a set of courses and sections together to form a package.

PKG: The Package Number that was created on the **C03 panel**. The package number is tied to the package leader (teacher) through the **C03 Homeroom Panel**, but belongs to a group of students. Different teachers may be in a package.

A/C: Use "A" to add a course, "C" to change a course, and "D" to delete a course.

COURSE SEC/M: Type the courses and sections that represent the classes you want to be included in this Class Package. You may enter as many different course and section numbers as necessary. Be sure to include the homeroom course and section number.

Reminder:

- If you departmentalize and your entire class sees another teacher for math, you will only have to change the teacher number on the C17 (NOTHING ELSE).
- If you departmentalize and your students split up for any of the courses – leave them out of the package and schedule separately (C20).

Students are assigned to the package through the **A04 General Assignments Panel** or the **E06 Fast Entry panel**, **not both**.

A04 GENERAL ASSIGNMENTS (PK – 12)

PRIOR to final rollover:

PANEL: _____		A04. GENERAL ASSIGNMENTS (PK-12)		CURRENT YEAR	
STDT: 00000000	DOE, JOHN	SCHL: 0000	GR: 03	ST: H	
HOMEROOM		HOUSE/TEAM	COUNSELOR	SCHL	GR AS-SCHL CAL
CUR: 303	SMITH	—	—	0000	03 01 01
NXT: 403	JONES	—	—	0000	04 01 01
LST: 202	GREEN	—	—	0000	02 02 01

AFTER final rollover:

PANEL: _____		A04. GENERAL ASSIGNMENTS (PK-12)		NEW YEAR	
STDT: 00000000	DOE, JOHN	SCHL: 0000	GR: 03	ST: H	
HOMEROOM		HOUSE/TEAM	COUNSELOR	SCHL	GR AS-SCHL CAL
CUR: 403	SMITH	—	—	0000	04 01 01
NXT: 302	JONES	—	—	0000	03 01 01
LST: 302	JONES	—	—	0000	03 01 01

Prior to running the TS2056U Post Package Schedule Batch Submission on the previous page, students' Homeroom/Package assignments are placed into their records using a choice of two panels, either the A04 or the E06, but **not both**. E06 may be used to enter Homeroom/Packages for multiple students (see **Page 22**). **After running the TS2056U, package assignments are done on the A04 panel only.**

Homeroom (Package Number) information may be entered on A04 for either the **Current or Next** school years. If class assignments are completed for students **prior** to the final rollover, **sign on to the current school year**, and enter the package number under **next** in the HOMEROOM field on the **NXT** line. **After** the final rollover, **sign on to the new school year**, and enter the package number under **current** in the HOMEROOM field on the **CUR** line. When the package number has been entered and updated on the A04 General Assignments Panel, it automatically posts the courses in the package to the student's schedule on the A10 panel.

TO CHANGE A STUDENTS PACKAGE:

Before the first day of school, space out the old package number first and press enter before keying in the new package number. The date on the student schedule for the new courses will default to the first day of school, which is the begin date of the courses on the Master Schedule records.

If a student is moved from one package to another after the first day of school, and you want to keep the history, type the new package number over the existing package number and press enter. This will make the previous package courses inactive, and the date of the new courses will default to the current date on the student schedule on the A10 panel. **IN THE EVENT THAT CHANGES ARE MADE AFTER SURVEY 2 TRANSMISSION, YOU MUST KEEP THE ORIGINAL DATA HISTORY.**

IF A STUDENT IS PULLED OUT OF AN ENTIRE PERIOD "OFF PACKAGE" FOR INTENSIVE INSTRUCTION IN THAT SUBJECT, THE NEW CLASS WILL REPLACE THE PACKAGE CLASS ON THIS PARTICULAR STUDENT'S SCHEDULE.

TERMS ELEMENTARY SCHEDULING

E06 HOMEROOM/TEAM/COUNSELOR

PANEL : ____		E06 . HOMEROOM/TEAM/COUNSELOR									
Y	HTC	SCH	GR	TM	ST	LAST	FIRST	M	SR	STDT	CURRENT YEAR Or NEXT YEAR
N	H	0000	KG	__	--	_____	_____	--	__	_____	
			2671	KG		DENTON	JADEN		MB	€	_____
			2671	KG		FRANCO	JONATHAN		MH	€	_____
			2671	KG		GUERRERO	EMILIANO		MH	€	_____
			2671	KG		MORALES	NATALIA		FH	€	_____
			2671	KG		MURPHY	MYKEL		MB	€	_____
			2671	KG		PETTY	AIDEN	S	MW	€	_____
			2671	KG		SIMMONS	CELESTE	A	FW	€	_____
			2671	KG		SKUMATZ	SARAH		FW	€	_____
			2671	KG		TEIXEIRA	KANOA		MA	€	_____
			2671	KG		WHITE	JAYDEN		MB	€	_____

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE

**PRIOR to final rollover sign in to TERMS in Year 13 and the Year will be "N" Next
AFTER final rollover, sign on to TERMS in Year 14 and the Year will be "C" Current**

This Fast Entry panel may be used to enter Homeroom (Package) assignments for all students. You may use the **GR** field to enter packages for specific grade levels. This panel does not automatically update the student schedule on the A10 panel. **The Post Package Schedule Batch Submission Program (TS2056U) must be run in order to update the student schedules.** Details for this program are on the following page.

YR N (next) **prior** to final rollover or
 C (current) **after** final rollover

HTC H (Homeroom)

GR KG, 01, 02, 03, 04, or 05
 Blank = All

Note: The Homeroom code (Package Number) **must** be defined on C03 prior to using this panel.

Use either A04 **or** E06 to enter package numbers. **DO NOT USE BOTH.**

POST SCHEDULES - BATCH SUBMISSION TS2056U

05/08/11		Post Package Schedules (TS2056U)				
ZSSDD823						
	Schl	C/N	PKG#	Sch Yr	P/E	Status
-	0000	-	----	---	-	-
-	0000	-	----	---	-	-
-	0000	-	----	---	-	-
-	0000	-	----	---	-	-

Prt Rpt : Y = Print on all pages	P/E : P = Post, E = Edit
N = Print on HDR page only	
C/N : C = Current, N = Next	Status : blank = Active and Inactive
	A = Active Only
Sch Yr : 13-2012-2013	I = Inactive Only
	N = Next School Only

PF3=Exit PF12=Cancel Enter=Process

POST CLASSES TO A10 STUDENT SCHEDULE

For Posting to the A10 Student Schedule after completing E06 Fast Entry Panel, run TS2056U Post Package Schedule Report.

Reports Menu

- Option #4 Scheduling Reports Menu
- Option #12 TS2056U Post Package Schedules

DO NOT RUN IF A04 WAS USED TO ENTER PACKAGE NUMBERS

Run Post Package Schedules one time!!! The E06 should be fully completed prior to posting.

After you run this Batch Submission once, you will no longer use the E06 panel to add packages to students. You must use the individual A04 panel to enter the student's Package Number, which will automatically update the A10 panel.

TERMS ELEMENTARY SCHEDULING

A10 CURRENT SCHEDULE

PANEL: _____		A10. CURRENT SCHEDULE (PK-12)						NEW YEAR				
STDT: <u>0000000000</u> DOE, JANE		ST: <u>A</u> T: <u>__</u> SY: <u>00</u>						04 TM:	ST: <u>A</u>			
							05 TM:					
H	COURSE	SEC/M	DATE	SCHL	T	PRDS	PGM	MINS	DAYS	BLD-RM	TCHR	ST
—	00000000	4000	103012		3	0000	HOMEROOM	999	0	MTWRF	01201	AHKINC
—	50100501	4000	103012		3	0103	READ	130	450	MTWRF	01201	AHKINC
—	50200500	4000	103012		3	0404	SCIENCE -	130	150	MTWRF	01202	QUINON
—	50100450	4000	103012		3	0505	LANG ARTS	130	150	MTWRF	01202	QUINON
—	50210600	4000	103012		3	0606	SOC STUDIE	130	150	MTWRF	01202	QUINON
—	50100901	4000	103012		3	0707	WRITING	130	150	MTWRF	01201	AHKINC
—	50120600	4000	103012		3	0809	MATH-GRADE	130	350	MTWRF	01202	QUINON
—	5015060M	4000	103012		3	1088	PHYS ED -	102	150	MTWRF	01201	AHKINC
—	50070202	4000	103012		3	1188	SPANISH	102	38	MTWRF	01201	PIN LI
—	50131000	4000	103012		3	1188	MUSIC GRAD	102	38	MTWRF	05500	WILKES
—	50150600	4000	103012		3	1188	PHYS ED -G	102	37	MTWRF	07701	JEFFER
—	5022000M	4000	103012		3	1188	STUDY HALL	999	37	MTWRF	03301	ROBERT
—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—
								1663 ESTIMATED WEEKLY MINS				
PF1=HELP 2=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NYT PAGE 11=PRINT 12=ESCAPE												

Once a package number is assigned to the student using the E06 panel in conjunction with the TS2056U Post Package Schedule Batch Submission **or** using the A04 panel, **the student's A10 record will reflect their courses.** After the Package Batch Submission has been run, you will no longer use the E06 panel to add or change package numbers. Adding or changing package numbers must now be done on the A04 General Assignments panel **only**.

If a student is moved to another teacher's class before the first day of school:

Space out the old package number first and press enter before keying in the new package number. The date on the student schedule for the new courses will default to the first day of school, which is the begin date of the courses on the Master Schedule records.

If a student is moved from one package to another after the first day of school, you want to keep the history: type the new package number over the existing package number and press enter. This will make the previous package courses inactive, and the date of the new courses will default to the current date on the student schedule on the A10 panel.

A student's individual courses can be adjusted on the A10 by using A, C, D or P. (D – Delete will be used after the student has attended the first day of classes. P-Purge will only be used before school begins.)

Estimated Weekly Minutes – This field is not reported to the State. It is only an Estimate of Academic Minutes for the benefit of the scheduler.

Your school's FTE and subsequent funding is based upon the course, program, minutes, and the agreement of the grade level and the program code on this panel. Please refer to Attachment B-FTE Calculation for further information. See the following correlation between grade level and program code, any deviation from this will set the FTE to null:

<i>K-3 basic</i>	<i>101</i>
<i>4-8 basic</i>	<i>102</i>

ALTERNATE SCHEDULING METHOD

Schools that do not use the Package Scheduling method may use the C20 Classroll and C19 Class Utility panels to enter student courses.

- Use the C20 Classroll panel to enter students into their Homeroom course and section.
- Then use the C19 Class Utility panel to copy all students from the Homeroom course and section to all their other courses and sections.

C20 CLASSROLL

_ PANEL : ____		C20. CLASSROLL				CURRENT YEAR							
SCHL : 0000 YOUR SCHOOL													
COURSE SEC/M		T PRDS		DAYS		TCHR		BLDG-RM STS OCCUP					
00000000 307 HOMEROOM		3 0000		MTWRF) 266C 30 16 16					
AC	STUDENT	S	GR	TM	T	DATES		TIMES	DAYS	MINS	PGM	E	X
	NAME	A	03	3	082007			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	111407			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	010708			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	
-	NAME	A	03	3	092607			0000 0000	MTWRF	0	999	N	

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
 Page full...Continue. TERML : QPADEV

- ACTION CODE:**
- A Add the student to the class.
 - C Change the student's schedule record.
 - D Drop the student from the class. The status of the course becomes inactive.
 - P Purge the student from the course. **Warning:** This action will eliminate any record of the student having been in the class.
Reminder: Once a student has entered and attended a class, P is no longer an option.

After the Master Schedule is completed, students may be entered into courses. To bring up the course information, type the course and section number in the COURSE and SEC/M fields, then press enter.

When using this panel in conjunction with the C19 Class Utility panel as an alternative to package scheduling, use the Homeroom course and section. Enter an "A" for Add in the AC field along with the student number in the STUDENT field for each student. When all lines are filled, press enter. If you need another page, use F5 to add more students.

After all the students have been entered into their Homeroom class, go to the C19 Class Utility panel.

C19 CLASS UTILITY

```

PANEL : _____ C19. CLASS UTILITY Current Year
SCHL : 2671 NOB HILL ELEMENTARY
FROM : COURSE SEC/M T CL B PRDS TIMES
      00000000 307 HOMEROOM 3 01 1 0000 0000 0000
      TCHR DAYS DATES MINS
      OOO SMITH MTWRF 082007 060508 0
SELECT: STATUS ENROLLED ACTION--DATE POST--SECONDARY: E/CODE W/CODE TC
      060508
CHANGE: T CL B PRDS TIMES DAYS DATES MINS
TO: COURSE SEC/M TEACHER T PRDS DAYS ENROLL
     50100400 307 LANG ARTS SMITH 3 0101 MTWRF DATE
     50100500 307 READ SMITH 3 0202 MTWRF DATE
     50120000 307 MATH SMITH 3 0303 MTWRF DATE
     50210000 307 SOCIAL STUDIES SMITH 3 0606 MTWRF DATE
     50200000 307 SCIENCE SMITH 3 0404 MTWRF DATE
PF1=HELP 3=EXIT 12=ESCAPE POST (Y/N): Y TERML: QPADEV
    
```

This panel is used to copy an entire class of students into other classes. Once students have been entered into their homeroom on the C20 Classroll panel, the C19 panel may be used to schedule them into their remaining courses.

- Enter the Homeroom course number (00000000) on the **FROM** line in the COURSE field and the section number in the SEC/M field. Press enter. Information for the Homeroom will appear.
- No data entry is required on the CHANGE line for this procedure.
- In the **TO** section, enter all other courses and sections for the Homeroom teacher (Reading, Math, etc.) in the COURSE and SEC/M fields. Press enter.
- There will be a prompt to post. Use a **“Y” for Yes** and press enter again. A message will appear at the bottom indicating how many students were added to the courses.

Repeat the procedure again to add the students to their specials courses and sections.

DEPARTMENTALIZING

If your school will be departmentalizing, it is critical to make the scheduling changes in TERMS prior to the collection of Survey 2 in October, to show the true teacher of record to transmit to the DOE, we must schedule as follows in TERMS.

Option #1 – The group of students moves together to another teacher for one (or more) subjects

- If you use Pinnacle, your teachers need to have their own students’ records available to them and the teacher who is actually responsible for the student must be accurately identified.
- Do not remove students from their current courses for departmentalizing. There is no purging or changing of student packages. We are changing the teachers, not the students.
- The Student Package on C18 belongs to a group of students. It does not belong to any one teacher, even though we may name a Homeroom Teacher on the C03, there may be many teacher in the package. Whoever is listed in the package is the teacher that will get the Gradebook Tab in Pinnacle

Step #1 Create a chart with five columns.

Line 1 will be the titles of the columns = Period: Homeroom 101, Teacher Assigned and then Homeroom 102, Teacher Assigned.

Column 1: Period = the period the class will take place

Column 2: Course and Section = the course number and section number of the class

Column 3: Teacher assigned to teach that course section

Column 4: Course and Section = the course number and section number of the class

Column 5: Teacher assigned to teach that course section

Remember the Homeroom (section #) belongs to the students (not the teacher).

Step #2 Change the teacher number, and building and room, on the master schedule (C17).

You will only be changing the teacher, room and maybe the period. The course number and the section remain the same. These changes on C17 will automatically update the C18 package, and the schedules of all students scheduled in that class. This will also allow for the teacher actually teaching to get the Pinnacle Gradebook Tab.

Example #1: TWO CLASSES BEING DEPARTMENTALIZED (11 period day)

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
1	Lang Arts for Section 101	Teacher #1	Math for Section 102	Teacher #2
2	Lang Arts for Section 101	Teacher #1	Math for Section 102	Teacher #2
3	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
4	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
5	Math for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
6	Math for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
7	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
8	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
9	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
10	Specials		Specials	
11	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

Teacher #1 – Name

Math for both groups
 Science for both groups
 Social Studies for one group

Teacher #2 - Name

Language Arts for both groups
 Social Studies for one group

TERMS ELEMENTARY SCHEDULING

Example #2: TWO CLASSES BEING DEPARTMENTALIZED (11 Period Day)

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
0102	Lang Arts for Section 101	Teacher #1	Math for Section 102	Teacher #2
0304	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
0506	Math for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
0708	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
9	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
10	Specials		Specials	
11	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

Example #3: TWO CLASSES BEING DEPARTMENTALIZED (7 Period Day)

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
01	Lang Arts for Section 101	Teacher #1	Math for Section 102	Teacher #2
02	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
03	Math for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
04	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
05	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
06	Specials		Specials	
07	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

TERMS ELEMENTARY SCHEDULING

Option #2– The group of students splits up for math they may go to two or more other teachers

- If you use Pinnacle, your teachers need to have their own students’ records available to them and the teacher who is actually responsible for the student must be accurately identified.
- Math will be excluded from the Students Package – Students will be assigned a package # and math will then be entered using the C20 Class Roll Panel for each teacher. The C20 writes to the A10, so the students schedule(s) will then be complete.

Step #1 Create a chart with five columns.

Example #1: TWO CLASSES BEING DEPARTMENTALIZED and splitting up for math

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
1	Lang Arts for Section 101	Teacher #1	Math for Section 102	Use C20
2	Lang Arts for Section 101	Teacher #1	Math for Section 102	Use C20
3	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
4	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
5	Math for Section 101	Use C20	Lang Arts for Section 102	Teacher #1
6	Math for Section 101	Use C20	Lang Arts for Section 102	Teacher #1
7	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
8	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
9	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
10	Specials		Specials	
11	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

Example #2: TWO CLASSES BEING DEPARTMENTALIZED (11 Period Day) – exclude math from package

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
0102	Lang Arts for Section 101	Teacher #1	Math for Section 102	Use C20
0304	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
0506	Math for Section 101	Use C20	Lang Arts for Section 102	Teacher #1
0708	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
9	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
10	Specials		Specials	
11	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

TERMS ELEMENTARY SCHEDULING

Example #3: TWO CLASSES BEING DEPARTMENTALIZED (7 Period Day) exclude math from package

Period	Homeroom 101	Teacher Assigned	Homeroom 102	Teacher Assigned
01	Lang Arts for Section 101	Teacher #1	Math for Section 102	Use C20
02	Lang Arts for Section 101	Teacher #1	Science for Section 102	Teacher #2
03	Math for Section 101	Use C20	Lang Arts for Section 102	Teacher #1
04	Science for Section 101	Teacher #2	Lang Arts for Section 102	Teacher #1
05	Social Studies Section 101	Teacher #1	Social Studies Section 102	Teacher #2
06	Specials		Specials	
07	PE with HR Teacher	Teacher #1	PE with HR Teacher	Teacher #2

EXAMPLE #2: THREE CLASSES BEING DEPARTMENTALIZED (7 period day):

Period	Homeroom 101	Teacher	Homeroom 102	Teacher	Homeroom 103	Teacher
01	Lang Arts Sect 101	#1	Specials 102		Science Sect 103	#2
02	Lang Arts Sect 101	#1	PE Teacher 102	#2	Social Stud 103	#3
03	Math Section 101	#2	Lang Arts Sect 102	#1	Specials 103	
04	Science	#2	Lang Arts Sect 102	#1	PE Teacher 103	#3
05	Social Studies 101	#3	Math Sect 102	#2	Lang Arts 103	#1
06	Specials 101		Science Sect 102	#2	Lang Arts 103	#1
07	PE Teacher 101	#1	Social Studies 102	#3	Math Section 103	#2

Teacher #1 – Name
Reading

Teacher #2 – Name
Math
Science

Teacher #3 - Name
Social Studies

If school has already been in progress, and students are being departmentalized after the first collection for Survey 2, using the same course numbers, create new C17s with a new section identifier, and the new teacher(s), using the true date that these courses will begin.

Create a new package number on the C03, and a new package using these courses on a new C18.

Go to the students' A04 and type over the old package number and enter the new package number. This will make the old courses inactive, but maintain the history.

Every school will have a different scenario. These are only some examples to assist you. You should create an empty chart with as many groups/packages/homerooms as you are combining and start from there.

- ***Look across the rows. No class should be in two places at the same time.***
- ***No Teacher will be in two places at the same time.***

STUDENT LOCATOR

SCHI004
STUDENT LOCATOR
DATAWAREHOUSE

You can use this report for future reference just prior to students reporting.
This report is found in **the DataWarehouse Reports Folder**.

Scheduling Reports Folder
#SCHI004 - Student Locator - Current Grade

A10 CURRENT SCHEDULE

PANEL: ____		A10. CURRENT SCHEDULE (PK-12)										CURRENT YEAR
STDT: <u>0000000000</u> DOE, JANE		ST: <u>A</u> T: ____ SY: <u>00</u>										
A	COURSE	SEC/M	DATE	SCHL	T	PRDS	PGM	MINS	DAYS	BLD-RM	TCHR	ST
—	00000000	002	082310	3	0000	HOMEROOM	999	0	MTWRF	161621	E	TEACHER
—	50100500	002A	082310	3	0101	READ	101	150	MTWRF	161621	E	TEACHER
—	50100500	002B	082310	3	0202	READ	101	150	MTWRF	161621	E	TEACHER
—	50100500	002C	082310	3	0303	READ	101	150	MTWRF	161621	E	TEACHER
—	50100400	002	082310	3	0404	LANG ARTS	101	150	MTWRF	161621	E	TEACHER
—	50120200	002A	082310	3	0505	MATH-GRADE	101	150	MTWRF	161621	E	TEACHER
—	50120200	002B	082310	3	0606	MATH-GRADE	101	150	MTWRF	161621	E	TEACHER
—	50200100	002A	082310	3	0707	SCIENCE -	101	150	MTWRF	161621	E	TEACHER
—	50200100	002B	082310	3	0808	SCIENCE -	101	150	MTWRF	161621	E	TEACHER
—	50210000	002	082310	3	0909	SOCIAL STU	101	150	MTWRF	161621	E	TEACHER
—	50010000	002	082310	3	1088	ART	101	150	MTWRF	07701	C	TEACHER
—	5012020L	002	082310	3	1088	MATH-GRADE	101	150	MTWRF	02204	S	TEACHER
—	50130000	002	082310	3	1088	MUSIC GEN	101	150	MTWRF	13131D	V	TEACHER
—	50150200	002	082310	3	1088	PHYS ED -	101	150	MTWRF	09901	F	TEACHER
—	5022000M	002	082310	3	1088	STUDY HALL	999	30	T	14151	F	TEACHER
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE												

Use the A10 Current Schedule to make necessary schedule changes on individual student courses.

For scheduling purposes, elective (specials) classes, such as Art, Music, and P.E., are entered in the Master Schedule and appear on the student schedule during the same period and on the same days, though the actual day and time of the classes may be different. Please refer to **Page 16** for more information on scheduling specials.

See Attachment A-Scheduling Pullouts for information on scheduling pullout courses for Therapy, Resource, and ESE teachers.

Your school's FTE and subsequent funding is based upon the course, program, minutes, and the agreement of the grade level and the program code on this panel. Remember, the Program Code belongs to the student, not the course.

Please refer to Attachment C-FTE Calculation for further information.

The chart below specifies the correlation between grade level and program code, any deviation from this will set the FTE to null.

K - 3	basic	101
4 - 8	basic	102

TERMS ELEMENTARY SCHEDULING

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