

2017-2018 Scheduling Timeline and Reminders

Scheduling Process overview

1. Teacher recommendations will be done via TAC this year. **Only teachers in core classes need to provide recommendations for students.** Students will have access to planning selector sheets that are similar to the “hard copy” schedule cards that have been used in the past to help plan their course selections before scheduling.
 - a. Training video ([click here to view training video](#))
 - b. Teacher recommendation support - if you need assistance with this process, please see Annie Bruck or Shanna Bumiller.
2. Teacher Talk Week (Jan. 23-27) - schedule time to talk with your classes about appropriate course selections for next year and make recommendations in TAC. If you have questions, please ask your department chair and/or your administrator.
3. Students will attend a scheduling overview session led by school counselors before they schedule in HAC.
4. Students will meet with their school counselor to verify their course selections for the 2017-2018 school year.

Key Dates

Dates	Who
Jan. 18-19 - Teacher recommendation help sessions B203 Lab during plan bells	Teachers
Jan. 23-27 - Teacher talk week and make recommendations in TAC	Teachers
Jan. 31 - MMS scheduling meetings	MHS and MMS school counselors and MMS students
Jan. 31 - 8th grade parent transition meeting	MHS school counselors, parents
Jan. 31 - Feb. 3 - Students log into HAC in English classes to ensure all students have access	English teachers, students
Feb. 6 - 11th grade scheduling meetings	Student meetings during the day - counselors, students Parent meeting at 7 in auditorium - counselors, parents
Feb 7-9 - 11th grade students enter course requests into HAC	Students
Feb. 13 - 10th grade scheduling meetings	Student meetings during the day - counselors, students Parent meeting at 7 in auditorium - counselors, parents

Feb. 14-16 - 10th grade students enter course requests into HAC	Students
Feb. 21 - 9th grade scheduling meetings	Student meetings during the day - counselors, students Parent meeting at 7 in auditorium - counselors, parents
Feb. 22 - 24 - 9th grade students enter course requests into HAC	Students
Feb. 3 - 5 - 8th grade students enter course selections into HAC	Students
Feb. 27 - March 3 - Verification meetings with counselors	Students and counselors