

MEMORANDUM

April 27, 2005

TO: All Secondary Schools  
 FROM: Information Technology Services (ITS)  
 SUBJECT: **SCHEDULING DATES REMINDER**

In order to complete the scheduling process for the early opening of the 2005-06 school year (Cycle 051), a Secondary School Scheduling calendar with dates for completing the various steps required for the opening of school was developed. The timelines for steps that should have been completed or have approaching due dates are listed below. Pending due dates have been highlighted.

Date	Process
March 1	Mac Schools complete School Setup Module ITS printed Subject Selection Cards
March 15	Mac Schools complete the Details module (Teacher Preferences & Course Details)
April 15	Mac Schools Import of Students and Students Requests completed
	Schools using Mainframe Scheduler begin Phase I
April 27	Mac School Master Schedule Building Workshop - Scheduler (1/2 day session)
May 11	Mac School Master Schedule Building Workshop – Assign Students (1/2 day session)
May 19	Mac School Senior High Final Transfer/Opening of School Workshop
May 20	Mac School Middle School Final Transfer/Opening of School Workshop
May 25	Mac School Master Schedule Building Workshop – Maintenance (1/2 day session)
<b>June 1</b>	<b>Schools complete Preliminary Master Schedule (Mac School and Mainframe scheduling)</b>
<b>June 15</b>	<b>Mac School Master Schedule for 051 at 100%</b>
<b>July 5 – 8</b>	<b>Deadline for Final Transfers (NO EXTENSIONS)</b>

Schools are reminded that a website is available where they can access the Secondary School Scheduling Calendar, Building the Master Schedule Tutorial, and communiqués related to the scheduling process. The website can be accessed by clicking on the following link or by typing in the address on your browser.

<http://tlc.dadeschools.net/scheduling/>

An email address has been created for schools to ask questions, communicate scheduling concerns, or offer suggestions. Please direct your communication to:

[scheduling@dadeschools.net](mailto:scheduling@dadeschools.net).

**July 8, 2005 is the final day to complete the Final Transfer from Mac School and to apply the Final Phase III for schools using the mainframe scheduler.** Schools that are experiencing scheduling difficulties are encouraged to contact Support Services for assistance. Schools are reminded that the Mac School Lab is available every Friday through July 8.

If you have any questions regarding this memo, please call Support Services at 305-995-3705.