Scheduling Practices

LCPS Student Support and Services Committee
February 15, 2018
School Counseling Services
How do staff manage schedule conflicts between AOL and the home school?

PROCESS
- Home School Counselors review student requests and staff recommendations in the spring
- School administration develop the master schedule during the summer and loads the schedule into SIS during the summer
- AOL fills in their classes around the students schedule once the home school schedule is loaded
- Students get schedule before school begins.
- Schedule change requests are reviewed and processed by staff at beginning of year.

OTHER CONSIDERATIONS THAT DECREASE SCHEDULE CONFLICTS
- Sections added at Academies if there is increased enrollment
- Teacher/Staffing added if there is increased enrollment
- Home School Counselors and Academy Counselors (MATA, AES, and AOS) collaborate

Information provide by Jayne Fonash
School Counseling

Annual Calendar Review

January-March > Academic Counseling > Course Selection

April > Course sections > teachers needed

May > SOL/AP Testing

June > Graduation & Promotion, Summer School

July > Create Master Schedule

July > Vacations/New Hires

August > Final Student Count > Verify Course Selections

August > Final Schedules > School Begins

September > Schedule Changes
Discussion or Questions