

Elementary Scheduling Worksheet

Instructions

Due Date: July 20, 2015

This worksheet will allow you to organize data from your master schedule so it can be easily entered into PowerSchool at our annual elementary scheduling workshop. Please follow the directions on this page and complete one table for each of your 1st-5th grade homerooms making sure to note there is a page labeled for each grade. Once you and your principle have signed off on each sheet, please send a copy of this worksheet minus the instruction page to Jennifer Rhea or Lisa Okes by the due date listed above. If you run into problems or have any questions, please let us know.

Before going any further, please verify that you have your homeroom rosters in hand and that all teachers to be scheduled for the upcoming school year have been added to PowerSchool. If you have new teachers or teachers that do not yet have a PowerSchool account, a new account form will need to be completed for them before they can be scheduled in PowerSchool. This will need to be taken care of before the day of the workshop. Do not wait to bring it to the workshop with you. If the teacher is not yet available to sign the new account form, let Karen Gilbert know and she can add them to PowerSchool for scheduling purposes without giving them credentials to log in.

1. For each homeroom of students, choose an empty table in the worksheet making sure the page corresponds with the homeroom's grade. In the empty box beside of Homeroom, enter the homeroom teacher.
2. Starting on line 1, enter the course number and teacher for the first class that homeroom will go to. Leave the Section Number column blank. We will fill this in during the scheduling workshop.
3. Continue entering each course number and teacher that homeroom will go to on lines 2-7. Make sure to enter the classes in order from the beginning of the day (1) to the end of the day (7). Again, leave the Section Number column blank.
4. Once you have filled out lines 1-7, recheck each course number and teacher for accuracy. Verify that your table looks like Figure 1 below (your Homeroom, course numbers, and teachers will be different).
5. Repeat these steps for each homeroom.

Figure 1

Homeroom:		Kilbourne, Timothy	
#	Course Number	Teacher	Section Number
1	5002	Kilbourne	LEAVE BLANK
2	5001	Harman	LEAVE BLANK
3	5004	Shortt	LEAVE BLANK
4	5003	Shortt	LEAVE BLANK
5	5005	Chafin	LEAVE BLANK
6	5006	Gilliam	LEAVE BLANK
7	5007	Edwards	LEAVE BLANK

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Grade: 1 School:

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

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Grade: 2 School:

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

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Grade: 3 School:

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

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Grade: 4 School:

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

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Grade: 5 School:

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank

Homeroom Teacher:			
#	Course Number	Teacher	Section Number
1			Leave Blank
2			Leave Blank
3			Leave Blank
4			Leave Blank
5			Leave Blank
6			Leave Blank
7			Leave Blank