

## GUIDELINES TO RESOLVE INVALID SCHEDULE TYPE ERRORS

1. Certified staff schedules can be uploaded from the student package; however, non-certified staff schedules must be entered manually.
2. The teacher schedule must provide a minimum of 330 minutes of instruction per day. (Accreditation Standard 2012, Standard 19.2)
3. **S1** should be used when the schedule type is Normal, AB, Modified Version or any other situation where **the class meets for the entire 9-month school year**.
4. If the course is a **semester course that meets for 18 weeks** and the students change courses for the second semester of the year, the entries should be **S1 for the 1st semester** and **S2 for the 2nd semester**.

For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM PERIOD COURSE  
S1 1 ALGEBRA I  
S1 2 GEOMETRY  
S2 2 PRE-CALCULUS

5. T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.
6. A **4 X 4 course that is for the first 18 weeks of the year** would use the **T1** code for the 1<sup>st</sup> semester and a **T3** code for an **18-week course taught the second semester of the year**.
7. Semester **4 X 4 courses that are for 9 weeks** would use **T1, T2, T3, and T4** for each of the semesters beginning the year with **T1** and ending with **T4**.

For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM PERIOD COURSE  
T1 1 ENGLISH I  
T3 1 ENGLISH II  
T1 2 DEBATE I  
T2 2 DEBATE II  
T3 2 AFRICAN-AMERICAN LITERATURE  
T4 2 CREATIVE WRITING

**NOTE: The T1 – T4 Codes may be used by a district in some other situations. That is O.K. as long as the coding on the student’s schedule and the MSIS teacher’s schedule are the SAME.**

8. Coaches (that coach after school) need an AS on their Coaching period in the Reserved Field, if they are also a Teacher. (This would apply to Cheerleader Sponsors too.)

### Schedule Types

**AB – Block schedule:** Class dates vary. For example, AB classes can be offered MWF and Tuesday/Thursday.

**44 – Block schedule:** Course finished in 9 weeks and/or 18 weeks with credit

**N6 – 6 periods (normally elementary), NM – 7 periods, and N8 – 8 periods:** Same class taught every day, all year.

(MSIS New User Personnel Training, 2012-2013)