

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 1st 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)