

Den Scheduling Timeline

Monday : Names for Rtl (ELA & Math), Mandatory Tutoring (Sci & SS), or updates to the current Rtl cycle by Rtl Teachers are due by 12pm to the Rtl Data Team (due dates for cycles below)

ELA: Amy Parker

Math: Kathleen Williams

Science & SS: Chelsey Laubach

Tuesday : Rtl Data Team will finalize Rtl schedules

Wednesday: Den Scheduling Spreadsheet sent out to campus. Staff may request/schedule students using the priority days.

Thursday :Staff makes final request/schedule using the priority days.

Friday : Final review of schedule. Staff can pull any students not request on none priority days.

Following Monday : Final den schedule is used to send emails to students in den indicating their den schedule for the week. Staff is sent the weekly schedule sorted by den teacher s for attendance.

Weekly schedule begins again.

Due Dates of Rtl Names for new cycle:

September 16th

October 21st

November 18th

January 27th

February 14th

March 16th

April 6th

April 20th

