

Scheduling Procedure for Great Western Network - 2010-11 School Year

Scheduling starts January 14th, 2010 with lock in numbers due by **April 9, 2010**

Step 1: Determine the courses that you would like to receive and/or the courses that your school would be willing to send. Email these requests to bill.strasser@sendit.nodak.edu. (Be specific; example – “We could teach Algebra II during ITV 3rd period.”) Email early and often (whenever something changes) .

Step 2: As a starting point, the 2009-10 schedule is used as the first draft schedule for 2010-11. (The draft schedule is constantly being updated on the GWN web site showing changes or confirmations made by principals. The draft schedule can be found at <http://www.greatwesternnetwork.com> Email or call Bill Strasser about any changes for your school / teachers.

(Helpful Hints – start the process early... report changes or requests as often as you like, this helps others know what your school wants to teach or receive and others can adjust accordingly.)

Step 3: Start right away in January with your best guess of what classes you want and where on the schedule you would like them. Lock in date is **April 9, 2010**. Locking in student numbers is your best estimate of the number of students that you plan on having in each itv class for next year. (Be aware that your school will be charged the tuition for at least 2 students if these students don't show up for class next fall)

Step 4: After April 9, 2010 , GWN will contract with teachers and schools based on the lock-in numbers. Teachers will submit and/or revise their course descriptions and requirements for supplies and textbooks to Bill Strasser to post on the GWN web site.

Step 5: Throughout the spring and summer, supplies, textbooks, etc. should be purchased by the individual schools. Also, any additions or changes to the schedule should be called (or emailed) in. ***Please don't wait until school starts to do this.***

Step 6: On Thursday, **August 12, 2010**, there will be a GWN staff (ITV teachers, and site facilitators and/or principals) meeting to be held at the Washburn High School. All schools need to be represented at this meeting.

Step 7: The first day of ITV classes for next year is Tuesday, August 24, 2010. The GWN common calendar is posted on the GWN web site. Even if your school is not in session until after the 24th, arrangements with the students and teachers should be made to be in class by the 24th.

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