

## **Scheduling Procedure for Great Western Network 2019-20 school year**

*Scheduling starts January 11, 2019 and ends with lock in numbers due by Friday April 19, 2019*

Step 1: Take a look at the draft schedule on the GWN web site ([greatwesternnetwork.com](http://greatwesternnetwork.com)) 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@k12.nd.us](mailto:bill.strasser@k12.nd.us) (Be specific; example – “We could teach Algebra II at 1:32 pm CST” or “would like to receive Anatomy at 10:32 am CST” ) The director will update your request by filling in your spot with the color green on the draft schedule web site.

Step 2: The draft schedule is continuously being updated on the GWN web site by the GWN director showing changes or confirmations requested by principals and/or counselors. (Helpful Hint – 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 the classes you want and where on the schedule you would like them. Lock in date is Friday April 19, 2019. “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 may be charged for the tuition costs of students that don’t show up for class next fall)

Step 4: After the lock-in date, GWN will determine if there are enough students enrolled to warrant the class. Teachers will then be contracted accordingly based on these lock-in numbers. If a class is dropped, you will be notified and have an opportunity to add other classes in its place.

- \* Please note: Your requests for online classes (non ITV) will be done directly to the CTC directors and will not be part of the GWN scheduling process. Only classes that are on the ITV system will be shown on the draft schedule.

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