

Scheduling Procedure for Great Western Network -

Step 1: Determine the courses that you would like to receive and/or the courses that your school would be willing to send using ITV. (Be specific; example – “We could teach Algebra II during ITV 3rd period” or “We want to receive Art during 5th period”)

Step 2: Make sure that your bell schedule matches that of the GWN schedule for starting times ! Other schools are depending on your school to be starting class the same time as they do.

Step 3: A draft schedule will be posted in January on the GWN web site. (<http://www.greatwesternnetwork.com>) The schedule changes several times a day as principals request changes. Email, fax or call me about any deletions, additions or changes that you would like made to the draft schedule. (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 4: Check the web site often so that you can see the scheduling progress and help solve your student requests as well as those of other schools. This process starts in early January and wraps up no later than **Friday, April 9, 2010** when “lock in” numbers for each class period are due. Locking in student numbers is your best estimate of the number of students that you plan on having in itv classes for next year. Schools are financially responsible for two students should there be students dropping classes after lock in numbers are established.

Step 5: After April 9th, GWN will contract teachers and start making contacts with new and existing teachers regarding next year. Teachers will submit and/or revise their course descriptions and requirements for supplies and textbooks for me to post on the GWN web site.

Step 6: Throughout the spring and summer, supplies, textbooks, etc. should be purchased by the individual schools. (If you have used itv books to buy or sell, let me know and I will post it on the web site for others to see)

Step 7: At a date and time to be determined, the GWN staff (ITV teachers, and site facilitators and/or principals) will meet for their annual fall workshop. Location and agenda to be announced.

Step 8: The first day of ITV classes for next year is determined at the GWN Board of Directors meeting held in December.

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