

**STEP 1: INPUT BASELINE INFORMATION**

1a

Enter your school's name
School Name
TBD

Key
Input Cells
Calculation Cells - Do NOT Write

1b

<b>How many students are in each grade level?</b> Note: this tool should exclude ELL/SWD students not including in general education enrollment	
Enter Grades in School	Total Students by grade
9th	49
10th	56
11th	56
12th	42
<b>Total</b>	<b>203</b>

1c

<b>How many periods do students have, and do teachers teach?</b> Note: For alternating day schedules, indicate the total number of courses in the rotation	
Enter Bell Schedule Period Structures	
# Periods in Student Day	8
# Periods Teachers Teach	6

1d

<b>What is the course taking of a "typical" student in each grade level? How many periods of each major content area do they take?</b> Note: the total # should match the # Periods in Student Day from 1c.								
Grade Level	ELA	Math	Science	Social Studies	World Language	PE	Health	Business
9th	1	1	1	1	1	1	0.5	
10th	1	1	1	1	1	0.5	0.5	
11th	1	1	0.5	0.5			0.5	
12th	1	1	0.5	0.5			1	0.5

**STEP 2: DETERMINE TOTAL COURSES, CLASS SIZE, AND SEATS NEEDED FOR ALL STUDENTS**

2a

Enter course name, # of seats and class size maxes for each course
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2b

**Fore Review:** Based on the inputs in 2A, are all students scheduled in eve  
 Look at "Seats Left" to see how many more seats needed to be scheduled. 2  
 Once there are "0" seats left, proceed to the next tab

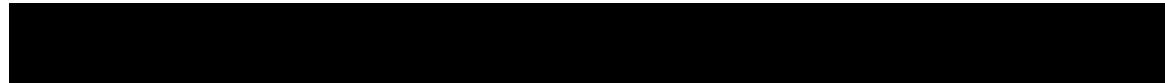
Indicate Courses, # Seats Needed for Each Course & Class Size Maxes				
Note: Baseline # seats is derived from grade level enrollment assuming typical course sequence as outlined in 1c. Override as needed to identify accurate enrollment counts per course.				
ACADEMY PATHWAY	Competency to Master	Typical Grade Level	Class Size Max	Total Student Seats Needed
CAREER	Algebra I	9-12	15	50
	Math (2)	9-12	15	50
	ELA (3)	9-12	15	50
	CTE Program	9-12	15	50
	School-to-Work	9-12	15	50
	Biology	9-12	15	50
	Science (1)	9-12	15	50
STEM	World Language (2)	9-12	15	50
	RS Pre-Calc	9-12	15	50
	DE Math	9-12	15	50
	Math (2)	9-12	15	50
	RS Chemistry	9-12	15	50
	RS Physics	9-12	15	50
	Biology	9-12	15	50
	Lab Science	9-12	15	50
ARTS	ELA (4)	9-12	15	50
	World Language (2)	9-12	15	50
	Fine Arts (4)	9-12	15	50
	AP Studio Art	9-12	15	50
	Art History	9-12	15	50
	Math (3)	9-12	15	50
EARLY COLLEGE	RS College Comp	9-12	15	50
	DE English	9-12	15	50
	Algebra II	9-12	15	50
	RS Pre-Calc	9-12	15	50
	RS Calculus	9-12	15	50
	RS Statistics	9-12	15	50
	RS Physics	9-12	15	50
	RS A&P	9-12	15	50
	RS Chemistry	9-12	15	50
	RS Forensics	9-12	15	50
	RS Psychology	9-12	15	50
	RS Accounting	9-12	15	50
	World Language (3)	9-12	15	50
	DE World Language	9-12	15	50
Senior Year College Semester (4)	9-12	15	50	

# Seats Scheduled into Each Content Area		
Academy Pathway	Total Student Seats Needed	% Students Scheduled
Career	350	172%
STEM	500	246%
Arts	300	148%
Early College	750	369%
	<b>1,900</b>	<b>936%</b>

**For Review: Based on the inputs in 2A, are all students in a grade level scheduled for the right number of classes?**  
 This calculates the average # of classes per grade level and helps to identify are under-scheduled. (Note: # will be off if there are blank/overridden enro  
 If all grade levels have the correct # of courses, or seats left in 2b is "0", pro

2c

9th	0.0
10th	0.0
11th	0.0
12th	0.0



Tech	STEM	FACS	Perf Art	Visual Art	CTE	OTHER	Total
			0.5	0.5	0.5		8
					0.5		6.5
							3.5
							4.5



ery content area?  
c provides additional information on the types of seats needed.

	For Reference
% Time in Content Area for Typical Student	Total Projected Enrollment
18%	<b>203</b>
26%	
16%	
39%	
<b>100%</b>	

which grade levels  
Enrollment in 2a)  
Proceed to next tab.

## STEP 2: REVIEW CALCULATION TABLES (OPTIONAL)

**How do we calculate?** We divide total seats needed for each course by the class size max to get a rounded-up total of sections (Col E). Then we divide total sections for each course by the number of teaching periods to get the estimated FTE by course and content area (Col G & H). Actual class size is determine by FTE need and total students. (Col F)

Data from Inputs in Step 1 & 2			# SECTIONS NEEDED	ACTUAL AVERAGE CLASS SIZE	# FTE NEEDED	
Academy Pathway	Competency to Master	Class size max	Total # Sections Needed	Actual Class Size	FTE Needed	FTE by content area
CAREER	Algebra I	15	4	13	0.7	4.7
	Math (2)	15	4	13	0.7	
	ELA (3)	15	4	13	0.7	
	CTE Program	15	4	13	0.7	
	School-to-Work	15	4	13	0.7	
	Biology	15	4	13	0.7	
	Science (1)	15	4	13	0.7	
STEM	World Language (2)	15	4	13	0.7	6.7
	RS Pre-Calc	15	4	13	0.7	
	DE Math	15	4	13	0.7	
	Math (2)	15	4	13	0.7	
	RS Chemistry	15	4	13	0.7	
	RS Physics	15	4	13	0.7	
	Biology	15	4	13	0.7	
	Lab Science	15	4	13	0.7	
	ELA (4)	15	4	13	0.7	
	STEM (4)	15	4	13	0.7	
ARTS	World Language (2)	15	4	13	0.7	4.0
	ELA (4)	15	4	13	0.7	
	Fine Arts (4)	15	4	13	0.7	
	AP Studio Art	15	4	13	0.7	
	Art History	15	4	13	0.7	
	Math (3)	15	4	13	0.7	
	RS College Comp	15	4	13	0.7	
	DE English	15	4	13	0.7	
	Algebra II	15	4	13	0.7	
	RS Pre-Calc	15	4	13	0.7	
	RS Calculus	15	4	13	0.7	
	RS Statistics	15	4	13	0.7	
	RS Physics	15	4	13	0.7	

<b>EARLY COLLEGE</b>	RS A&P	15	4	13	0.7	<b>8.7</b>
	RS Chemistry	15	4	13	0.7	
	RS Forensics	15	4	13	0.7	
	RS Psychology	15	4	13	0.7	
	RS Accounting	15	4	13	0.7	
	World Language (3)	15	4	13	0.7	
	DE World Language	15	4	13	0.7	
	Senior Year College Semester (4)	15	4	13	0.7	

STEP 3: UNDERSTAND TOTAL TEACHERS NEEDED & DRAFT INDIVIDUAL TEACHER ASSIGNMENTS

3a

**Review (No Action):** How many teachers will this schedule require?  
We divide total seats needed for each course by the class size max to get a rounded-up total of sections (Col E). Then we divide total sections for each course by the number of teaching periods to get the estimated FTE by course and content area (Col G & H).

Total Teachers to Schedule	24.0
Running Total FTE in Schedule on Right	7.0
Remaining	17.0

Academy Pathway	Competency to Master	Total Teachers needed by course	#Sections Left to Schedule
CAREER	Algebra I	0.7	0
	Math (2)	0.7	0
	ELA (3)	0.7	0
	CTE Program	0.7	4
	School-to-Work	0.7	4
STEM	Science (1)	0.7	0
	Biology	0.7	0
	World Language (2)	0.7	ok
	RS Pre-Calc	0.7	ok
	DE Math	0.7	0
	Math (2)	0.7	0
	RS Chemistry	0.7	ok
	RS Physics	0.7	ok
	Biology	0.7	0
	Lab Science	0.7	0
ARTS	ELA (4)	0.7	ok
	STEM (4)	0.7	0
	World Language (2)	0.7	ok
	ELA (4)	0.7	ok
	Fine Arts (4)	0.7	ok
EARLY COLLEGE	AP Studio Art	0.7	ok
	Art History	0.7	ok
	Math (3)	0.7	ok
	RS College Comp	0.7	ok
	DE English	0.7	ok
	Algebra II	0.7	ok
	RS Pre-Calc	0.7	ok
	RS Calculus	0.7	ok
	RS Statistics	0.7	ok
	RS Physics	0.7	ok
	RS A&P	0.7	ok
	RS Chemistry	0.7	ok
	RS Forensics	0.7	ok
	RS Psychology	0.7	ok
	RS Accounting	0.7	ok
World Language (3)	0.7	ok	
DE World Language	0.7	ok	
Senior Year College Semester (4)	0.7	4	

3b

**For Action:** Draft teacher assignments of course/content areas.  
Enter teacher assignment scenarios for each teacher. Course titles need to match the course title on the left. Table 3a calculates the number of sections left to schedule based on the # needed from the inputs tab.

Key
Input Cells
Calculation Cells - Do NOT Write

Tch #	Primary Academy Pathway	Course 1	#Sections	Course 2	#Sections	Course 3	#Sections	# Courses Taught	Total # Sections	FTE (Sections/Teaching pds)	Other Notes
1	Career 1	Algebra I	4	Math (2)	2			2	6	1.0	
2	Career 2	ELA (3)	4	Science (1)	2			2	6	1.0	
3	Career 3 (plus CTE programming)	Biology	2	Science (1)	2			2	4	0.7	
4	STEM 1	World Language	2	RS Pre-Calc	2	STEM (4)	2	3	6	1.0	
5	STEM 2	DE Math	4	STEM (4)	2			2	6	1.0	
6	STEM 3	Math (2)	2	RS Chemistry	2	Biology	2	3	6	1.0	
7	STEM 4	RS Physics	2	Lab Science	4			2	6	1.0	
8	STEM 5 (plus CTE programming if applicable)	ELA (4)	2					1	2	0.3	
9	Early College 1	RS Chemistry	2	RS Physics	2	RS Forensics	2	3	6	1.0	
10	Early College 2	RS Forensics	2	RS Psychology	4			2	6	1.0	
11	Early College 3	RS College Com	4	DE English	2			2	6	1.0	
12	Early College 4	DE English	2	Algebra II	4			2	6	1.0	
13	Early College 5	Algebra II	2	RS Pre-Calc	2	RS Calculus	2	3	6	1.0	
14	Early College 6	RS Calculus	2	RS Statistics	4			2	6	1.0	
15	Early College 7	RS A&P	4	RS Accounting	2			2	6	1.0	
16	Early College 8	RS Accounting	2	World Language I	4			2	6	1.0	
17	Early College 9 (plus MS Math & on campus programming)	DE World Lang	4					1	4	0.7	
18	Art 1	World Language	2	ELA (4)	2	AP Studio Art	2	3	6	1.0	
19	Art 2	Fine Arts (4)	4	AP Studio Art	2			2	6	1.0	
20	Art 3	Math (3)	2	Art History	4			2	6	1.0	
21	Art 4 (partial)	Math (3)	2					1	2	0.3	
								0	0	0.0	
								0	0	0.0	