

## 10/30/07 TIMELINE FOR STUDENT REGISTRATION FOR THE 2008-2009 SCHOOL YEAR

DATE	ACTIVITY	K-4	5	6-7	8	9-11	SPEC ED	PERSON / DEPARTMENT RESPONSIBLE
Oct 8	ISD Registration Planning Committee. Members include: Counseling and Student Services representatives, C&I Senior Directors for Middle and High School Programs, Special Education, Technology Services, Magnet and Growth Management representatives.	x	x	x	x	x	x	ISD Registration Committee
Sept	High School APIs and Deans begin discussion at the school level of courses to be offered along with scheduling/registration issues from 2006-07.					x	x	Ruth Steidinger, Mary Ellen Taft
Sept	Email to high schools regarding New Course Proposals					x	x	Ruth Steidinger, Mary Ellen Taft
Oct 12	Teachers submit New Course Proposal Form to Senior Administrator					x		Ruth Steidinger
Oct 16	Spec Ed Committee meeting						x	Jeff Larson, Audrey Jones-Langston
Oct 15-19	Subcommittee meets and reviews proposals regarding new courses.							
Nov 2	Approved courses announced							Ruth Steidinger
31-Oct	Review and revise Middle and High School Program Planning Guides							Ruth Steidinger C&I Middle and High School Programs
Nov	High School APIs and Deans identify issues in registration process, mapping and purposeful scheduling.					x	x	Ruth Steidinger, Mary Ellen Taft, Adam Andruchowitz
Nov 3	Magnet Fair (1st Saturday)	x	x	x	x	x	x	Tamani Powell
Mid November	District Course Categories established							Technology
End of Nov	Approved courses announced; <b>all courses in NCWISE</b>							Ruth Steidinger
Dec 1	Recommendations for 1st semester students by high school teachers begins					x	x	High School APIs
Dec 3	Middle and High School Program Planning Guides posted on the web			X	X	X	x	Ruth Steidinger ISD
Dec 13	Elementary and Middle School Counselor Mtg (North, Northeast, Central)		x	x				Portia Lambright
Dec 14	Elementary and Middle School Counselor Mtg (South, West, Central)		x	x				Portia Lambright
Dec 20	<b>Middle and High School registration team meeting (9th grade course lists available for middle schools; email to mtaft) 8:30 - 12:00@McKimmon</b>				x	x	x	ISD Registration Committee
Jan	Joint meeting for APIs and Deans to follow-up on registration process and to meet deadlines.					X		Ruth Steidinger, Mary Ellen Taft
Jan 7,9,15,17	Elementary Magnet Evening Information Sessions	x						Magnet Office
Jan 8,10,14,16	Middle Magnet Evening Information Sessions		x	x				Magnet Office
Jan 15	Middle School Open House dates emailed to plambright			x				MS Counselors
Jan 15	High School Open House dates emailed to mtaft					x		High School APIs/Deans
Jan 29, Feb 7	Elementary Magnet School Open Houses	x						Magnet Program Principals
Jan 31, Feb 5	Middle School Magnet Open Houses		X	X				Magnet Program Principals
TBA	Year-Round Open Houses	x	x	x	x	x	x	Magnet Program Principals
By Jan 29	High schools email the following lists to mtaft: 1) Pathways with courses, 2) 10-12 courses available at their schools, and 3) Registration Mtg dates for 9th and 10-12th.					x	x	High School APIs / Deans
Jan 29 - Feb 6*	Magnet High Schools Open Houses. SRHS 1/29, EHS 1/30, GHS 1/31, BHS 2/5, WEC 2/6.				x	x	x	Magnet Program Principals
Feb 1	All Middle Schools email Sixth Grade Registration to qpelletier			x				Middle School Principals and Lead Counselors
Feb 1	Middle schools download information on 9th grade courses, Pathways, 10-12 courses							8th Grade Counselors
Feb 7	Kindergarten registration for all students	x						Early Intervention

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Feb 1 - 22	Suggested time for HS staff to present information to rising 10th - 12th					x		High School APIs / Deans
Feb 1 - 22	<b>Rising 9th Grade Registration:</b> High schools hold meetings with feeder middle schools * faculties (including Sp. Ed.) * 8th grade students * Open House for rising 9th grade students				X	X	X	Middle & High School Principals, Counselors, and Special Education Department Chairs
Feb 2	ISD request Information Systems to print Student Registration Form (cards)	X	X	X				ISD Directors and Sr. Directors
Early February	NCWISE Training for all high schools (school set-up, 1 day)					x		Technology Services
Early February	SAM Training for HS					x		Technology Services, Eric Sparks
Mid February	SAM Training for MS Counselors				x			CASS
Feb 13	Technology loads: 1)base next school assignment, 2)magnet on Mar 3							Technology,Growth & Planning
Mid February	SAM Set-Up at HS, including mapping				x	x	x	HS SAM Contact
Mid February	<b>SAM Online course registration ready for use</b>				x	x	x	Technology Services, Eric Sparks
<b>Feb 11 - 29</b>	<b>Magnet/Calendar Options Online Application Period</b>	X	X	X	X	X	X	Parents
Feb 14	Pre-slugged Student Registration Sheets (Cards) for <b>rising 1st through 8th grade students</b> (without elective information) distributed to schools	X	x	X				ISD Directors and Sr. Directors
Feb 14	Elementary schools receive master set of 6th grade registration forms		X					C&I Directors and Senior Directors Elem/Middle
Feb 19 - Mar 7	8th Grade & HS Teachers enter course recommendations into SAM(Track 2 date is March 14)				x	x	x	SAM Contact
Feb 26 - Mar 16	MS Counselors present registration information to 8th grade students and work on Graduation Plans.(Track 2 is Mar 20)				x			MS Counselors
Feb 29	Last day for online applications for magnet/calendar options	X	X	X	X	X	X	Parents
Mar 3	Magnet Assignment loaded							G&P, Tech
Early March	NCWISE Training Level I for Middle Schools			x				Technology Services
Mar 6 - 26	<b>Rising 10-12 enter course selections in SAM either from home or school.</b>					x	x	SAM Contact
Mar 6 - Apr 23	<b>Rising 9th graders enter course selections in labs (Track 4 by March 28 with final date of April 23)</b>				x		x	Middle School Counselors
Mid Mar	<b>Parents informed of magnet/calendar application results</b>							Growth Management Office
Mar-April	Middle schools hold meetings with feeder elementary schools faculties (including special education), rising 6th grade students, and parents. Student meetings should precede parent meetings.		X				X	Middle School Principals, Counselors, and Special Education Department Chair
Mar 31-Apr 4	Spring Break(traditional) Modified: 3/10-3/28							
Before Apr 23	Middle School special education department chair and 8th grade counselor from sending school review registration information for rising 9th graders.				X		X	Middle School special education department chairs and 8th grade counselors
Apr 23	<b>All rising 9th grade registration information entered in SAM by this date.</b>				X		X	Eighth Grade faculty and staff
Apr 25	<b>All registration information for rising 9 - 12 entered into NCWISE by this date. Ensure that each special education student is coded in NCWISE.</b>					x	x	High School
Apr 25	Lock-in for student assignment.	x	x	x	x	x	x	Growth Management
Apr 28	Schools have access to Record Transfer List, Registration Utility Report	x	x	x	x	x	x	Growth Management

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April 30 - May 13	NCWISE High School and Middle School Training. HS April 30-May2. MS May 5-7.YrRound May 8-12.			x	x	x	x	Technology, ISD
May 1	Rising 9th Grade CFNC Graduations Plans sent electronically to high school Deans.				x	x		MS Counselors
May 1	Elementary schools send the following to middle schools: Student Registration forms(cards) *Elementary Track 3 deadline May 19.		x	x				Elementary Principals

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Start May 9	Review, write, or amend if necessary, <b>IEPs</b> of rising 9th graders to ensure clear description of services needed in high school. <u>Check to be sure registration matches IEP service delivery.</u> Track 2,3,4 are May 27.				X		X	Middle School Special Education Case Managers
May 10-29	Elem. Spec.Ed. Teachers review, write or amend IEPs if necessary for rising 6th graders to ensure clear description of services needed at middle school. Student registration must match IEP service delivery.		X					Elementary special education teachers
14-May	Change of School meeting for Special Ed teachers. MS & HS.				X	X		Special Ed Department
15-May	Assignment strips distributed to parents; transfer forms and transfer information available	X	X	X	X	X	X	Information Systems, Principals
May 21	<b>IEP course changes sent to high school deans.</b> <u>Registration must match IEP service delivery.</u> June 2 for Trqck 2,3,4				X		X	Middle School Special Education Department Chairs, faculty and staff
After May 20	Special education department chair and high school dean review all registrations for students in special education on their roster. Verify that registration and service delivery on <b>DEC 4</b> match.					X	X	Special Education Department Chairs and High School Deans
22-May	Last day of school for Wake Early College							
Before May 29	Special Education Department Chair and Lead Counselor at middle schools identify all registrations for students in special education. Verify that registration and service delivery on <b>DEC 4</b> match.			X	X		X	Special Education Department Chair and Lead Counselor
Before May 29	Elementary Spec. Ed. Representatives meet with middle school Spec. Ed. department chairs to discuss rising 6th graders.		X	X				Special Ed. Teachers
30-May	Last day of school for modified year round.							
June 2	All transfer requests must be submitted to Growth Management.	X	X	X	X	X	X	Growth Management
June 10	Last day of school. Track 1 is June 3, Track 2,3,4 June 27.							
June 12	Review registration information for all 9th grade special education students to ensure match with IEP.					X		HS Spec. Ed. Department Chairs
June 20	Rising 9th grade PEPs copied and forwarded to high school APIs with list. (NCWISE check boxes). Track 2,3,4 is June 30. (Appeals Track 2,3,4 July 3)				X			Middle School
June 23	NCWISE Retention, Promotion, Promoted with Interventions and Placed lists available for rising 6th and rising 9th grade students. June 30 for Yr Round. Track 2,3,4 July 3.		X		X			Level Principal to next Level Principal
June 23	Retention lists sent to browland@wcpss.net (Special Education) for special education students. June 30 for year round.	X	X	X	X		X	Principals
By June 30	Student cumulative records including Student Literacy cards and PEPs sent from traditional and modified calendar schools to next school(s). Include a list of students who have a PEP (each receiving school should receive a list of their students).	X	X	X	X	X	X	Elementary and Middle School Principals
July 1	Year-End Transition for NCWISE	X	X	X	X	X	X	Information Systems
July 15	Student cumulative records and PEPs from year-round schools sent to next school(s). Include a list of students who have a PEP by receiving school.	X	X	X	X	X	X	Elementary and Middle School Principals
Aug 9	<b>Final grades for High School Summer School sent to High Schools</b>					X	X	Tom Huffstetler, Cynthia Kennedy