



CRENSHAW
EDUCATIONAL EQUITY CONSULTING LLC
ACHIEVING SUCCESS FOR YOUR SCHOOL COMMUNITY

The Crenshaw Approach to School Scheduling

Phase I: Assess

1. What are the strengths and gaps in your current master schedule?
2. What is your core educational program?
3. What are your strategic academic goals for the new school year?
4. How does your employee contract or union contract impact your master schedule?
5. How does your district's staffing and budget process impact your FTE allocation? Are scheduling, budgeting, and staffing integrated processes?

Phase II: Plan

1. What courses will you offer? What teacher certifications are required for each course?
2. Are there data requirements for honors/AP courses?
3. How will you manage student course selection?
4. How many sections of each course will you offer?
5. How will you determine the teachers for each course?
6. Do you have any scheduling constraints?

Phase III: Schedule and Test

1. Use Crenshaw's "Order of Operations" to place your courses on one of our free scheduling templates.
2. Test your master schedule for conflicts, parallel pathways, and seat availability.
3. Load your schedule matrix into your school's student information system (SIS)
4. Follow our "Order of Operations" to prioritize the scheduling of specific student groups.