

PowerSchool Student Management System  
Next Year Scheduling Request Form



Please complete the following request form in preparation for the creation of your building's next year scheduling database. (School Year for the database will be 2022-2023)

Scheduling Contacts Name: \_\_\_\_\_ Building Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

1. **DATE YOU WOULD LIKE YOUR NEXT YEAR (2022-2023) SCHEDULING DATABASE COMPLETED:** \_\_\_/\_\_\_/\_\_\_\_.  
(Please allow 5 business days for processing from date you submit this request form)

2. **Course Catalog:**

\_\_\_ **Yes**, please copy current year course catalog to next year.

a. Does your Building use online 'Student Course Request' entry screens? \_\_\_ **Yes** \_\_\_ **No**

b. If yes, do you need it setup for next school year (**2022-2023**)? \_\_\_ **Yes** \_\_\_ **No**

\_\_\_ **No**, do not copy current year course catalog to next year. (Will manually enter new Course Catalog)

3. **Master Schedule:** Please indicate below if you would like your building's current year Master Schedule copied to next year.

\_\_\_ **YES**, please copy current year **2021-2022** Master Schedule to Next Year **2022-2023**

a. If section constraints were used this year, do you want them copied to next year? \_\_\_ **YES** \_\_\_ **NO**

b. If your building uses the automated study hall scheduler, would you like the sections deleted for this year? \_\_\_ **Yes** \_\_\_ **No**

\_\_\_ **NO**, do not copy current year **2021-2022** Master Schedule to Next Year **2022-2023**. Select this option if you are planning to create a completely new Master Schedule and either, manually enter PowerSchool or use the PowerScheduler Build feature.

4. **Other Changes:**

Please indicate any changes that you anticipate for this building for the **2022-2023** school year: (check all that apply)

\_\_\_ Periods will be changing \_\_\_ Bell Schedule will be changing \_\_\_ Day Cycle Codes will be changing

**NOTE:** Changes to any of the above must be made before current year Master Schedule can be copied to next school year. Please included new periods, bell schedule and/or cycle days for next year when you submit this request form.

**Return your completed request form:**

By creating a Service Now Ticket and attaching the completed form