

2020-2021 School Year Scheduling Request Form



District: _____ **Building** _____

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 **2020-2021**)

Scheduling Contacts Name: _____ Phone Number: _____

1. What is the first day that STUDENTS will be attending school in September - 09 / / 2020?
2. What is the last day students will be attending in June - 06 / / 2021?
3. DATE YOU WOULD LIKE YOUR NEXT YEAR SCHEDULING DATABASE READY BY: / / 2020
(Please allow 5 business days for processing from date you submit this request form)
4. Please indicate below if you would like your building's current year Master Schedule copied to next year.
Note – Constraints do not rollover.

YES, please copy current year 2019-2020 Master Schedule to Next Year 2020-2021.

NO, do not copy current year 2019-2020 Master Schedule to Next Year 2020-2021. (This option should only be selected if you are going to create a completely new Master Schedule and enter it into schooltool manually or plan to use the Schedule Builder – not common)

5. **Course Catalog** – Check one District will rollover catalog OR SCRIC will rollover catalog
If district does the rollover - copy course catalog over from current year to next (Scheduling/Course Catalog/Rollover). Check all that will be copied over by using the source year, changing the target school year, check all that apply and save).
6. Please indicate any changes that you anticipate for this building for the 2020-2021 school year: (check all that apply)

Periods will be changing

Gradebook setup will be changing

Bell Schedule will be changing

Honor Roll Calculations will be changing

Cycle Day Codes will be changing

Special Cycle Day Scheme will change

Elementary Report Cards will be changing

7. Rollover current teams for this building? YES NO

NOTE: Changes to any of the above must be made before current year Master Schedule can be copied to next year. Please attached any new periods, bell schedule and/or cycle days.

Once you have completed this request form, please submit it to us by attaching it to a Service Now ticket. If you have any questions, please call us at 607-763-3591, Opt #3 or email schooltool help at schooltool@btboces.org.