SchoolTool 2022-2023 School Year Scheduling Request Form

District: _____ Building: _____ Level _____

Please complete the following request form in preparation for the creation of your building's next year scheduling database. One form for each building/level. (Elementary/PreK may be combined on one form if the information is the same.) (School Year for the database will be **2022-2023**)

All District Buildings/Levels should submit their Scheduling Request Form at the same time, in one ticket.

Scheduling Contacts Name: _____ Phone Number: _____

1. DATE YOU WOULD LIKE YOUR NEXT YEAR SCHEDULING DATABASE READY BY: _____/_____/2022
   (Please allow 5 business days for processing from date you submit this request form)

2. **Master Schedule:** Please indicate below if you would like your building/level current year Master Schedule copied to next year. *Note – **Constraints do not rollover.***

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

   _____ **NO**, do not copy current year 2021-2022 Master Schedule to Next Year 2022-2023.
   (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)

3. **Course Catalog**: *Check one* _____ District will rollover catalog OR _____ SCRIC will rollover catalog
   If district performs the course catalog rollover: (Scheduling/Course Catalog/Rollover). Copy course catalog over from current year to next. Check all that will be copied over by using the source year, changing the target school year, check all that apply and save).
   If SCRIC performs the course catalog rollover: All active courses will be rolled over to the next school year.

4. **Teams:** Rollover current teams for this building? _____YES _____NO

5. **Additional Items:** Please indicate any changes that you anticipate for the new school year: *(check all that apply).*

   _____ Period Structure will be changing
   _____ Bell Schedule will be changing
   _____ Cycle Days will be changing
   _____ Elementary Report Cards will be changing
   _____ Gradebook setup will be changing
   _____ Honor Roll Calculations will be changing
   _____ Special Cycle Day Scheme will be used

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

Once you have completed each request form, please submit them to the SchoolTool team by attaching all forms to one Service Now ticket. If you have any questions, please call the SchoolTool Team at 607-763-3591, Option #4 or email SchoolTool help at **schooltool@btboces.org**.