

Fall		WORKFORCE	
	Ad Astra Historical Analysis	October	
	Develop Academy Schedule	October	
	Sent to PH	Nov. 1	Pull previous semester data
	ASA Roll Schedule	Early December	Coordinators obtain approval for changes
	Due to School	Jan. 15	Coordinators complete planning sheet
	Enter in PS	Feb. 1	AOS enter in WES
	Room Sched-other schools*	Feb. 1-15	
	Ad Astra Planner Analysis	Late Feb	
	Final Sched Due	Mar. 1	
	Schedule Live	Late March	
Spring			
	Ad Astra Historical Analysis	March	
	Develop Academy Schedule	March	
	Sent to PH	Apr. 1	Pull previous semester data
	ASA Roll Schedule	Mid June	Coordinators obtain approval for changes
	Due to School	Jul. 30	Coordinators complete planning sheet
	Enter in PS	Sept. 1	AOS enter in WES
	Room Sched-other schools*	Sept. 1-15	
	Ad Astra Planner Analysis	Late Sept	
	Final Sched Due	Oct. 1	
	Schedule Live	Early Oct	
Summer			
	Ad Astra Historical Analysis	October	
	Develop Academy Schedule	October	
	Sent to PH	Nov. 1	Pull previous semester data
	ASA Roll Schedule	Early December	Coordinators obtain approval for changes
	Due to School	Jan. 15	Coordinators complete planning sheet
	Enter in PS	Feb. 1	AOS enter in WES
	Room Sched-other schools*	Feb. 1-10	
	Ad Astra Planner Analysis	Early Feb	
	Final Sched Due	Feb. 10	
	Schedule Live	Mid Feb	
<p>* During this time, Academic schools will work with the other academic schools to schedule rooms outside of their own school. It is important that each school schedule their classes and rooms prior to this time so that rooms can be requested by other schools during this time period.</p>			