



Secondary Scheduling Resources

This document provides school based administrators with resources for scheduling.

The following links require you to login to your ECSD.me account to view.

1. [Bell Schedule Template](#)
 - A. Items to think about when developing your Bell Schedule:
 - i. You must know your bell schedule and the minutes you have allotted in the school day.
 - ii. What is your rotation? Do you have any block classes? Do you have any special scheduling needs? Do you have any days/bell schedules different from what is currently set up? Your bell schedule will drive how attendance is taken in FOCUS. For HS, if you are on a 2 day A/B rotation but also have 3 semester exam days at the end of semester and need attendance to be accurate, how do you account for it? Do you have any late start days? If you have an A/B rotation, do you ever have a need for a rotation for all periods to meet? You want to have a rotation setup for possible issues that you might encounter for the days you need to take attendance.
 - iii. When is lunch? You cannot count lunch minutes in your bell schedule minutes for FTE.
 - iv. The bell schedule must be approved by your level director before it is entered into FOCUS.
2. Calendar
 - A. Do NOT remove or add Green Check Marks in the school calendar
 - B. Identify your rotation days on the calendar.
3. Courses for Next Year
 - A. Do you have any new courses for next year?
 - i. [Course Code Directory - State](#)
4. Course Requests:
 - A. [Course Request Tallies](#)
 - B. [Mass Requests](#)
5. Creating Sections:
 - A. [Setting up Subjects, Courses, and Sections](#)
 - B. [Matrix for Marking Period, Course History Term, Grade Posting Scheme, EOC Term](#)
 - C. [Guide to Fields When Creating Sections](#)
 - D. Changing Schedules:
 - E. [Guide for Guidance Counselors](#)



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Notes on Process:

- A. Know your non-negotiables for building a schedule based on the needs of your students and the makeup of your faculty. What has been promised to any teachers? What time restrictions do you have? When are itinerant teachers on campus? Does my schedule meet the needs of the IEP's of my students? Have I reviewed test data on my students? Have I reviewed test data by teacher (Pass/Fail Rate)? (These are just a few questions to think about when setting up your master schedule.)
- B. Develop a bell schedule and get approval from the level director. (Know time restrictions in regards to Transportation.) Once approved, upload a copy of your bell schedule template into FOCUS on the Setup > School Information > General tab for documentation.
- C. If Total Class Minutes Weekly needs to be updated on the Setup > School Information > General tab, submit via a HelpDesk Ticket:
[Submit a Ticket online](#)
Email: ithelp@ecsdfl.us
- D. The school administrator will provide their data specialist with a master schedule to input into FOCUS. The data specialist is to ONLY input the master schedule based on what you have given them. They are NOT creating the master schedule.

If you have questions:

- A. All questions in regards to **Secondary Scheduling** should be directed to:
 - For Middle School, send to the **Director of Middle School Education**
 - For High School, send to the **Director of High School Education**
- B. Any technical questions in response to using the SIS system should be submitted via a HelpDesk Ticket:
[Submit a Ticket online](#)
Email: focus@ecsdfl.us
Call the Service Desk at 850.429.2900