



Montgomery County  
Public Schools

# Secondary Schools Master Scheduling Process Improvement

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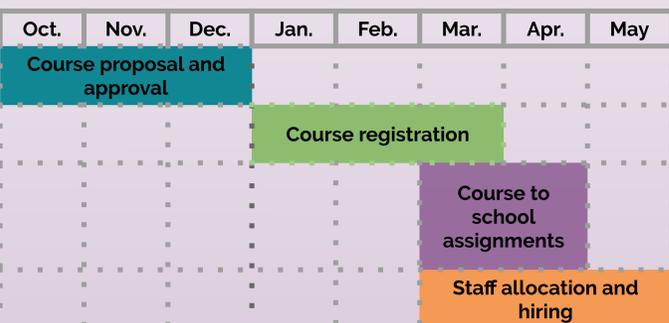
## MCPS Mission

Every student will graduate career and college ready and become a productive, responsible citizen

## Problem Statement

An 8 month master scheduling process leads to delays in hiring from a competitive pool of teachers and limits course offerings.

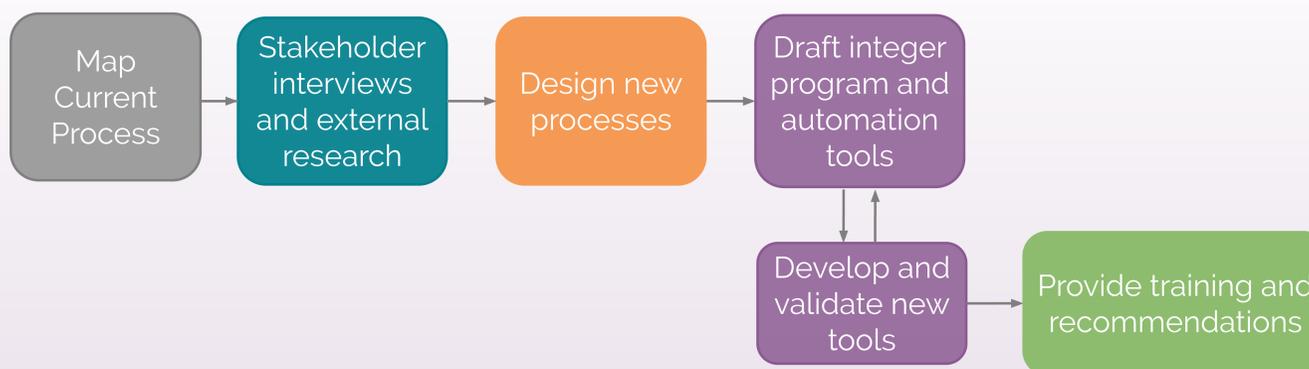
## Original Process



## Objectives

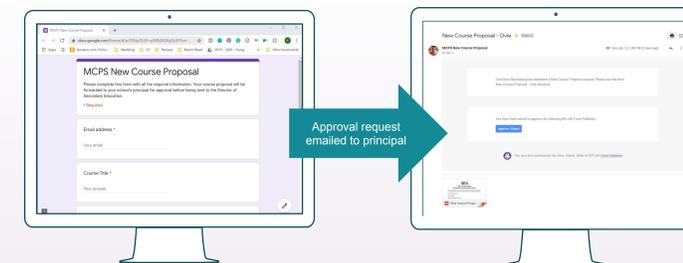
- Reduce time to complete master schedule to **less than 8 months**.
- Reduce manual data entry and handling by **75%**.
- Reduce number of student course registration changes for upcoming year.

A streamlined master scheduling process decreases district-wide delays when forming curriculum and increases time available for promoting instruction and hiring new teachers.

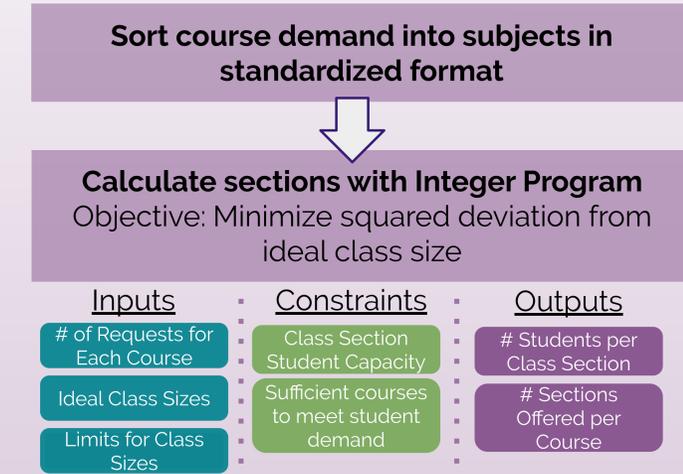


## Deliverables

### Digitized Course Proposal Process



### Course Sorter and Section Calculator



### Recommendation and Implementation Document



## Impact and Results

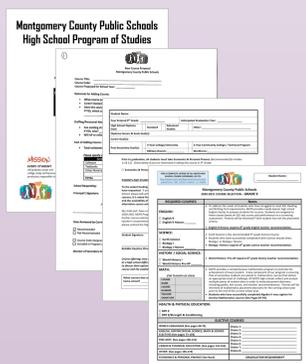
7 → 3 Manual Tasks

619 hours  
\$20,133  
Saved in 3 years

✓ Student Driven

## Exploration

### Paper Forms



### Stakeholder Interviews and Research

- Met with many stakeholders ranging from the superintendent, principals, guidance counselors, directors, and a parent
- Met with a counselor in Loudoun County Public Schools

### Takeaways

- Aspects of PowerSchool registration interface can be controlled at district level
- Each school follows a different registration process
- Students do not understand the courses offered to them in the Program of Studies
- LCPS and MCPS both complete the course-to-school portion of scheduling process manually

## Solutions

Tools which automate the workflow of information and assign courses to schools based on student demand.

