

Encore Rotations																										
	8:20-9:05				9:05-9:35	9:35-10:20				10:20-11:05				11:05-12:20	12:20-1:05				1:05-1:50				1:50-2:35			
Rotation 1	5A	5B	5C	TBA	TBA	3A	3B	3C	3D	4A	4B	4C	4D	Lunch/Plan	KA	KB	KC	KD	1A	1B	1C	1D	2A	2B	2C	2D
D1	L	PE	Music	Art		L	PE	Music	Art	L	PE	Music	Art		L	PE	Music	Art	G	PE	Music	Art	G	PE	Music	Art
D2	Art	L	PE	Music		Art	L	PE	Music	Art	L	PE	Music		Art	L	PE	Music	Art	G	PE	Music	Art	G	PE	Music
D3	Music	Art	L	PE		Music	Art	L	PE	Music	Art	L	PE		Music	Art	L	PE	Music	Art	G	PE	Music	Art	G	PE
D4	PE	Music	Art	L		PE	Music	Art	L	PE	Music	Art	L		PE	Music	Art	L	PE	Music	Art	G	PE	Music	Art	G
Rotation 2	5A	5B	5C	TBA	TBA	3A	3B	3C	3D	4A	4B	4C	4D	Lunch/Plan	KA	KB	KC	KD	1A	1B	1C	1D	2A	2B	2C	2D
D1	L	PE	Music	Art		L	PE	Music	Art	G	PE	Music	Art		G	PE	Music	Art	L	PE	Music	Art	L	PE	Music	Art
D2	Art	L	PE	Music		Art	L	PE	Music	Art	G	PE	Music		Art	G	PE	Music	Art	L	PE	Music	Art	L	PE	Music
D3	Music	Art	L	PE		Music	Art	L	PE	Music	Art	G	PE		Music	Art	G	PE	Music	Art	L	PE	Music	Art	L	PE
D4	PE	Music	Art	L		PE	Music	Art	L	PE	Music	Art	G		PE	Music	Art	G	PE	Music	Art	L	PE	Music	Art	L
Rotation 3	5A	5B	5C	TBA	TBA	3A	3B	3C	3D	4A	4B	4C	4D	Lunch/Plan	KA	KB	KC	KD	1A	1B	1C	1D	2A	2B	2C	2D
D1	G	PE	Music	Art		G	PE	Music	Art	L	PE	Music	Art		L	PE	Music	Art	L	PE	Music	Art	L	PE	Music	Art
D2	Art	G	PE	Music		Art	G	PE	Music	Art	L	PE	Music		Art	L	PE	Music	Art	L	PE	Music	Art	L	PE	Music
D3	Music	Art	G	PE		Music	Art	G	PE	Music	Art	L	PE		Music	Art	L	PE	Music	Art	L	PE	Music	Art	L	PE
D4	PE	Music	Art	G		PE	Music	Art	G	PE	Music	Art	L		PE	Music	Art	L	PE	Music	Art	L	PE	Music	Art	L

Special Service Providers' Estimated Time Allocation

Time Available	Place the role/names of each special service providers (Title 1, Special Education, ESOL, Gifted, and Instrumental Music) at the top of each column; add columns as needed.						
(Place your day length in minutes here; same as sheet #2)	Title 1 Reading-Mrs. Jones	Title 1 Reading-Mr. Smith	Gifted-Mrs. Doe	Sped A	Sped B	Sped C	SP/L
Grades served	K-2	Grs. 3-5	K-5	K-1	Gr. 2-3	Gr. 4-5	K-5
Daily Minutes of Homeroom	30	30	30	30	30	30	30
Daily Minutes of Teacher's Lunch	30	30	30	30	30	30	30
Daily Minutes of Teacher's Planning	45	45	45	45	45	45	45
Daily Minutes for Push-in or Pull-out from Intervention/Enrichment Period(s)	135	135	270	90	90	90	135
Daily Minutes for Push-in to Language Arts Time	135	135		120	120	120	135
Daily Minutes for Push-in to Math Time				90	90	90	
Daily Minutes for Push-in to SS/SC Time							
Daily Minutes for Replacement Language Arts Time							
Daily Minutes for Replacement Math Time							
Daily Minutes for Replacement SS/SC Time							
Other Duties?	30	30	30				30
Put an "X" in this cell if this service is too random to attempt to accommodate in the master schedule.							
Total	405	405	405	405	405	405	375

Please complete this chart to the best of your current knowledge for each special service provider in the school that must be scheduled. 1. Compute the number of total minutes in the official school day (same as on sheet 2). 2. Subtract homeroom time, lunch time and planning time for the teacher. The remaining time is available for assignment. Apportion that time (in mathematic increments similar to in sheet #2(i.e. 10, 15, or 20 minutes)) among the various assignments for a provider. Remember if a provider works in multiple grade levels this may require additional consideration when completing the chart.

Sample 405 Minute Master Schedule

	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:40 PM	2:45 PM
Kindergarten	HR 20	MM 15	LA 45	I/E 45	LA 90			R 15	Lunch 30	Encore 45	Math 45	LA 15 SS/SC 45	H R																																																																			
SPED A (K-1)	HR 20	LA 1 60	I/E K 45	LA K 60	Lunch 30	Math 1 45	I/E 1 45	Math K 45	Plan 45	H R																																																																						
Grade 1	HR 20	LA 135			R 15	Lunch 30	Math 60	I/E 45	Encore 45	LA 15 SS/SC 45	H R																																																																					
Grade 2	HR 20	LA 120		I/E 45	LA 15	R 15	Lunch 30	Math 60	SS/SC 45	Encore 45	H R																																																																					
SPED B (2-3)	HR 20	LA 3 60	LA 2 60	I/E 2 45	I/E 3 45	Lunch 30	Math 2 45	Math 3 45	Plan 45	H R																																																																						
Grade 3	HR 20	LA 75	Encore 45	LA 45	I/E 45	R 15	Lunch 30	LA 15	Math 60	SS/SC 45	H R																																																																					
Grade 4	HR 20	Core 1 LA/SS or M/SC 120		Encore 45	R 15	Lunch 30	Core 2a LA/SS or M/SC 75		I/E 45	Core 2b 45	H R																																																																					
SPED C (4-5)	HR 20	Read 4th 60	Math 5 45	Read 5th 60	Lunch/Plan 75		Math 4	I/E 4th	I/E 5th	H R																																																																						
Grade 5	HR 20	Encore 45	Core 1 (LA,Math,SS/SC) 60		Read 5th 60	Core 2 (LA,Math,SS/SC) 60		R 15	Lunch 30	Core 3 (LA,Math,SS/SC) 60		I/E 45	H R																																																																			
Encore	HR 20	5th	TBA 30	3rd	4th	Lunch/Plan 75		K	1st	2nd	H R																																																																					
I/E (Title 1 & Gifted)	HR 20	Plan/TBA 60	I/E K 45	I/E 2 45	I/E 3 45	Lunch 30	I/E 1st 45	I/E 4th	I/E 5th	H R																																																																						

Sample 405 Minute PE Schedule

	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM
Day 1	HR 20	5B				TBA 30				3B				4B				Lunch/Plan 75				KB				1B				2B				H R																																																
Day 2	HR 20	5C				TBA 30				3C				4C				Lunch/Plan 75				KC				1C				2C				H R																																																
Day 3	HR 20	TBA				TBA 30				3D				4D				Lunch/Plan 75				KD				1D				2D				H R																																																
Day 4	HR 20	5A				TBA 30				3A				4A				Lunch/Plan 75				KA				1A				2A				H R																																																

Sample 405 Minute Music Schedule

	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM
Day 1	HR 20	5C				TBA 30				3C				4C				Lunch/Plan 75				KC				1C				2C				H R																																																
Day 2	HR 20	TBA				TBA 30				3D				4D				Lunch/Plan 75				KD				1D				2D				H R																																																
Day 3	HR 20	5A				TBA 30				3A				4A				Lunch/Plan 75				KA				1A				2A				H R																																																
Day 4	HR 20	5B				TBA 30				3B				4B				Lunch/Plan 75				KB				1B				2B				H R																																																

Sample 405 Minute Art Schedule

	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM
Day 1	HR 20	TBA				TBA 30				3D				4D				Lunch/Plan 75				KD				1D				2D				H R																																																
Day 2	HR 20	5A				TBA 30				3A				4A				Lunch/Plan 75				KA				1A				2A				H R																																																
Day 3	HR 20	5B				TBA 30				3B				4B				Lunch/Plan 75				KB				1B				2B				H R																																																
Day 4	HR 20	5C				TBA 30				3C				4C				Lunch/Plan 75				KC				1C				2C				H R																																																

Teacher 1B

	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM
Times	8:00-8:20	8:20-10:35																									10:35-10:50	10:50-11:20	11:20-12:20					12:20-1:05					1:05-1:50					1:50-2:35					2:35-2:45																																	
Day 1	HR 20	LA 135																									R 15	Lunch 30	Math 60					I/E 45					PE					LA 15 SS/SC 45					H R																																	
Day 2	HR 20	LA 135																									R 15	Lunch 30	Math 60					I/E 45					L/G/L					LA 15 SS/SC 45					H R																																	
Day 3	HR 20	LA 135																									R 15	Lunch 30	Math 60					I/E 45					Art					LA 15 SS/SC 45					H R																																	
Day 4	HR 20	LA 135																									R 15	Lunch 30	Math 60					I/E 45					Music					LA 15 SS/SC 45					H R																																	

Teacher 5A

Teacher 5A																																																																																		
	8:00 AM	8:05 AM	8:10 AM	8:15 AM	8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM	9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM	9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM	12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM	12:40 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:05 PM	1:10 PM	1:15 PM	1:20 PM	1:25 PM	1:30 PM	1:35 PM	1:40 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:05 PM	2:10 PM	2:15 PM	2:20 PM	2:25 PM	2:30 PM	2:35 PM	2:40 PM	2:45 PM
Times	8:00-8:20	8:20-9:05					9:05-10:05					10:05-11:05					11:05-12:05					12:05-12:20	12:20-12:50	12:50-1:50					1:50-2:35					2:35-2:45	2:45																																															
Read./LA 5A Day 1	HR 20	L/L/G					LA 5C					Read 5th 60					LA 5A					R 15	Lunch 30	LA 5B					I/E 45					H R																																																
Read./LA 5A Day 2	HR 20	Art					LA 5C					Read 5th 60					LA 5A					R 15	Lunch 30	LA 5B					I/E 45					H R																																																
Read./LA 5A Day 3	HR 20	Music					LA 5C					Read 5th 60					LA 5A					R 15	Lunch 30	LA 5B					I/E 45					H R																																																
Read./LA 5A Day 4	HR 20	PE					LA 5C					Read 5th 60					LA 5A					R 15	Lunch 30	LA 5B					I/E 45					H R																																																

