

Tangipahoa Parish School System

Advanced College and Career Magnet Center Timeline

	Key Focus Areas and Actions	Timing
Step 0 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Planning </div>	<ol style="list-style-type: none"> 1. Review and gain feedback from principals, Secondary Team and counselors, on the final course options and playbook 2. Communicate and invest program overview with principals, students, staff, families and additional stakeholders 3. Gain initial student interest in course offerings (via Perkins grant survey) 	August - December 2022
Step 1 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Notification of Course Offerings </div>	<ol style="list-style-type: none"> 1. Official rollout to schools, partners and other key stakeholders of Initial course offerings 2. PD session with high school teachers, staff and counselors via zoom introducing the Advanced College and Career Center 3. Conduct meetings (zoom or in-person) with current 10th and 11th grade students about pathways, credentials, course offerings and Q&A 4. Communicate with students and families with relevant documents and communications 	January - February 2023
Step 2 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Course Registration </div>	<ol style="list-style-type: none"> 1. Roll out course registration to students 2. Communicate with schools to remind students to complete registration 3. Registration closes 5/1 	March - May 2023
Step 3 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Course Matching and Scheduling </div>	<ol style="list-style-type: none"> 1. Communicate and coordinate with home-based school: <ol style="list-style-type: none"> a. Verify student eligibility b. Verify room in schedule c. Coordinate course times 2. Create student contracts that includes Center expectations 3. Staff and students notified of schedule by July 20th 	April - July 2023
Step 4 <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> Taking the Course </div>	<ol style="list-style-type: none"> 1. Meet with students and parents (in-person or zoom) to review details of the program 2. Courses begin on 1st day of school as determined by the TPSS calendar 	Mid-July - August 2023