## RUNNING START

## TIMELINE FOR TEACHERS:

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| August - September | * Respond to RS Coordinator’s request to confirm class times and dates
* Respond to RS Coordinator’s request for syllabi
* Coordinate with RS Coordinator and fellow teachers to schedule Coordinator’s registration visit to RS classes
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| September – Oct 1 | * Remind students daily to turn in registrations
* Collect students’ registrations and scholarship forms. Check that no info is missing, then pass to high school liaison.
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| October | * Respond to RS Coordinator’s email request to confirm roster checks
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| November | * Inform RS Coordinator of any new courses you will be offering spring semester.
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| December  | * Where necessary, coordinate with WMCC RS faculty partner to schedule his or her visit to your class(es)
* Complete course evaluation forms and email to RS Coordinator after any visitations by your WMCC RS faculty partner
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| January | * Complete course evaluation forms and email to RS Coordinator after any visitations by your WMCC RS faculty partner
* Respond to Coordinator’s request to confirm spring semester class times and dates
* Coordinate with RS Coordinator and fellow teachers to schedule Coordinator’s registration visit to RS classes
* Submit syllabi for spring semester courses to RS Coordinator
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
* **SUBMIT FINAL GRADES ON SIS FOR ALL FALL SEMESTER COURSES**
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| February | * Remind students daily to turn in registrations
* Collect students’ registrations and scholarship forms. Check that no info is missing, then pass to high school liaison.
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| March | * Respond to RS Coordinator’s email request to confirm roster checks for spring semester courses
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| April | * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS and COMPLETE COURSE DROP FORM PAPERWORK**
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| May | * Coordinate with WMCC RS faculty partner to schedule his or her visit to your class(es)
* Complete Course Approval Forms for following year and give to HS liaison
* Complete course evaluation forms and email to RS Coordinator after any visitations by your WMCC RS faculty partner
* **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
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| June | * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK**
* **SUBMIT FINAL GRADES ON SIS**
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**Thank you for your RS partnership and Happy Summer!**