## 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 |
| 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. |
| 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email request to confirm roster checks * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK** |
| 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 * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK** |
| 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visitations by your WMCC RS faculty partner * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK** |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for spring semester courses to RS Coordinator * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK** * **SUBMIT FINAL GRADES ON SIS FOR ALL FALL SEMESTER COURSES** |
| 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 * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS *and* COMPLETE COURSE DROP FORM PAPERWORK** |
| 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** |
| April | * **INFORM RS COORDINATOR OF ANY STUDENTS WHO HAVE DROPPED THE COURSE OR WITHDRAWN FROM HS and COMPLETE COURSE DROP FORM PAPERWORK** |
| 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** |
| 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** |

**Thank you for your RS partnership and Happy Summer!**