



**Principal's CLASS SIZE & CONSULTATION PROCESS
TIMELINE 2008 / 09**

Task Done ✓	Due Date & Time	Task	Task Description
	Tuesday Sept. 2/08 (1:00 PM)	Elementary Submit Class Configurations	Elementary Principals complete CLASSES tab in your 08/09 F1 Budget spreadsheet and submit the entire Budget File to John and Magy
	Tuesday Sept. 2/08	CONSULTATION PROCESS BEGINS Initial class compositions and assignments prior to and during the consultation period in September should not be perceived in anyway as being indicative of a decision made.	Principals begin CONSULTATION PROCESS by sharing 'relevant' information about proposed class sizes and organization with teachers of classes with more than 3 bill 33 IEP students and/or over 30 students (Grades 8-12). Principals take their own notes (do not include commentary, stick to the facts) of the consultation or consent discussions they have with teachers Elementary Principals provide proposed CLASS configuration information to their staff (share copies of the CLASSES sheet from your F1 Budget file)
	Wednesday Sept. 3 (11:00 AM)	Elementary Submit Updated Class Configurations	Elementary Principals submit updated Budget File to John and Magy
	Wednesday Sept. 3 (4:00 PM)	Secondary Submit Total Student FTE Form	Secondary Principals submit Total Student FTE Form to John and Magy, cc Trish
	Wednesday Sept. 3 (1:00 PM)	Superintendent Reviews Proposed Elementary Class Configurations	Superintendent reviews proposed Elementary Class Configurations
	Thursday Sept. 4	Superintendent Notification of Approved Elementary Class Configurations	Elementary Principals receive notification of Superintendent's approval for their school's configuration of classes
	Friday Sept. 5	Elementary Home Room Classes	Elementary students assigned to home room classes
	Monday Sept. 8	Secondary Submit Updated Total Student FTE Form	Secondary Principals submit updated Total Student FTE Form

	Starting Tuesday Sept. 2 On or Before Friday Sept. 19	Class Size Consultation Process <i>(Class Size Regulation and School Act, Class Size section 76.1, and 175 (2) (f))</i>	On or before Friday, Sept. 19, 2008: Principals are required to begin the CONSULTATION PROCESS with teachers of proposed classes with more than 3 Bill 33 IEP students and/or more than 30 students (Grades 8-12). This gives two days for teachers to respond to 'relevant' information about proposed class sizes and organization. Principals take their own notes recoding the consultation or consent discussion.
	Tuesday Sept. 23 (4 PM)	District Record of Consultation E-Form	Elementary Principals enter class size and Bill 33 data for each division and submit completed form to Magy Secondary Principals <i>only</i> enter data on classes over 30 and with more than 3 Bill 33 students



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	Monday Oct. 22 (4 PM)	MoE Class Size and Composition Web Form	Schools enter Sept 30 data. Complete web form using instructions for either BCeSIS Report Verification or Manual Data Entry https://www.bced.gov.bc.ca/exams/tsw/sld/
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