Thank you for your interest in New Jersey's Scheduling Institute!

Rutgers University Graduate School of Education, TEGY and Fremont Street are excited to partner and bring a Scheduling Institute to New Jersey. We appreciate your interest and look forward to working with participating teams to improve their schools.

Prior to starting the application, please be sure to review the program overview.

Please submit the following application by 5:00 PM Eastern on Tuesday, December 19 to be included for consideration.

District and School Information

* 1. District Name or CMO Name:

* 2. School Name:

* 3. School Address:

Team Information

School teams may include up to 5 individuals. Teams must include the principal and at least 2 teachers. Teams can also include other administrators, teachers, staff members (e.g. counselors) or individuals in the school community that you think will be valuable contributors to your team.

* 1. Principal

First Name	
Last Name	
Email Address	

* 2. Teacher (1 of 2 required)

First Name	
Last Name	
Email Address	

* 3. Teacher (2 of 2 required)

First Name	
Last Name	
Email Address	

4. *Other Team Member (optional):*

First Name	
Last Name	
Email Address	
Role (e.g., AP, Teacher, Counselor, Parent)	

5. *Other Team Member (optional):*

First Name	
Last Name	
Email Address	
Role (e.g., AP, Teacher, Counselor, Parent)	

New Jersey Scheduling Institute

Commitments and Expectations

The Institute will include 3 in-person sessions over 2 semesters starting this winter.

While the majority of the tuition costs will be subsidized by the Fremont Street Fund, each school team will be required to pay $2,200 per semester ($4,400 total)

- **The dates for the first two-day session are Thursday, January 10 and Friday, January 11.**
- **The in-person sessions will be held at Rutgers University.**
- **Dates for future in-person sessions will be determined in collaboration with participating teams based on their availability.**
- **In addition to the in-person sessions, schools will be required to participate in 1 hour-long phone or virtual check-in per semester.**
- **We will also ask school teams to complete 1 to 2 brief surveys per semester about their experience in the program.**

* 1. Does your school commit to paying the subsidized tuition cost of $2,200 per semester ($4,400 total)?

☐ Yes

☐ No

* 2. Do all of your team members commit to attending in-person sessions, on Thursday, January 10 and Friday, January 11 from 8:30 am to 4:30 pm Eastern?

☐ Yes   ☐ No

3. If there are known conflicts or circumstances that prevent some team members from attending an in-person day, please describe here:

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* 4. Do all of your team members commit to attending future in-person sessions in Spring 2019 and Fall 2019 (Specific dates to be determined in collaboration with participating schools based on their availability?)

☐ Yes   ☐ No

* 5. Do all of your team members commit to participating in one required check-in per semester (hour-long phone or virtual check-in with the TEGY team to be scheduled based on your teams availability)?

☐ Yes   ☐ No

* 6. Do all of your team members commit to completing 1 to 2 brief surveys per semester about your experience in the program?

☐ Yes   ☐ No

New Jersey Scheduling Institute

Superintendent's Support

Finally, we ask that schools ensure that they have the explicit approval and support of their district's or CMO's leadership to participate in the Institute and fulfill the required commitments as outlined here and in this application.

* 1. Has your school received the explicit support and approval of district or CMO leadership to participate in the Institute and fulfill the required commitments?

☐ Yes

☐ No

Interest, Goals and Experience

* 1. What interested you and your team in the opportunity to participate in the New Jersey Scheduling Institute? (250 word max)

* 2. What do you and your team hope to accomplish in your school by participating in the New Jersey Scheduling Institute? (250 word max)

* 3. Please describe your team members. What strengths and experiences do each bring to your team? (250 word max)

* 4. Please describe a new initiative that your school has undertaken in the last few years. What role did members of your team have in the initiative? (250 word max)