

NEW COURSE PROPOSAL

Submitted by _____ Building _____

Proposed Course Title: _____ Credits Awarded: Y or N # _____

Grade Level _____ Department _____ Date _____

Needs Statement: Please provide a brief description of the course content and how this course will meet the needs not being met by other courses:

Specific Curricular Goals: What will students know and be able to do as a result of this course?

Curriculum Guide Description:

Will this course replace or augment an existing course? If so, which course? _____

Number of students to be enrolled in the new course per year: _____

Professional development required prior to implementation: _____

Statement of Impact:

Personnel requirements: _____

Facilities requirements: _____

Other requirements: (transportation, scheduling, etc.) _____

Instructional Materials: Text: _____ Copyright date: _____

Publisher: _____ Price per student: _____

Teacher Materials: _____ Price per teacher: _____

Supplementary Student materials and/or Equipment Needs: _____

_____ Price per classroom _____

Technology: _____

Operating System Requirements: _____

_____ Technology price per student: _____

Consumables: Yes or No: (Circle) Price per student: _____

SIGN-OFF FOR NEW COURSE PROPOSAL

Signature

Date:

1. Department Head (Secondary)

Accepts ☐ Rejects ☐

2. Principal

Accepts ☐ Rejects ☐

3. Curriculum Director

Accepts ☐ Rejects ☐

4. School Board of Directors

Accepts ☐ Rejects ☐

INSTRUCTION FOR NEW COURSE PROPOSAL FORMS

Please fill out the New Course Proposal form in its entirety. Signatures must be secured from the person requesting the new course, the Department Chairperson (secondary), the Principal and Curriculum Director. Upon approval by the Executive Committee, the Curriculum Director will submit the proposed new course to the School Board of Directors for their final approval.

All new course proposals must be submitted prior to January 1 for implementation the following year.

Needs Statement: An explanation as to why the district needs to divert resources to the development and implementation of the proposed course. Please describe any factors which may have made the current course offerings obsolete. Please indicate how the needs of students are not currently being met by present course offerings.

Specific Curricular Goals: Information that specifies what students will know and be able to do as a result of completing this course. Please insure that the curricular goals of this course are aligned with the Essential Academic Learning Requirements (EALRs) and/or Grade Level Expectations (GLEs) outlined by the state of Washington.

Curriculum Guide Description: Published course description provided to students and parents.

Number of students to be enrolled in the new course per year: Estimate the initial student enrollment for the course and the estimated number of sections.

Professional development required prior to implementation: Indicate what, if any, professional development will need to take place to accommodate the proposed course

Statement of Impact: You should indicate if additional staff will need to be hired or shifted from current assignments. Indicate in this section whether or not suitable facilities are currently available. Please provide information which details requirements for additional transportation or impacts scheduling of students. Indicate how this course fits into the sequence of courses currently offered to students. Estimate the start-up and on-going costs of the proposed course including texts, teacher material, supplementary student materials and/or equipment, technology and consumable student materials. Textbooks must be approved by the instructional materials committee before they can be purchased and used. Submission must be made prior to April 1 of the year before the books are needed. Board approval will be sought at the May board meeting.

Technology Needs: Indicate the technology demands of this new course. What hardware needs to be provided and determine if the current infrastructure can support the technology needs of this proposed course. Indicate the software purchases which need to be made and or the license fees which must be incurred as part of this course.

Assurances: Obtain signatures by the appropriate persons prior to the submission of this new course proposal form to the Department of Curriculum and Instruction