E 6141 d.1

**Proposal for Curriculum Addition/Revision Outside of the Cycle**

|  |  |
| --- | --- |
| School and Department: |  |

[ ] Addition [ ] Revision

|  |  |
| --- | --- |
| Course Name: |  |

Timeline: Department Heads/Teacher must complete the following and submit to your Principal by October 1st.

PROCESS (Each step must be completed)

*Note: If applicable, a professional discussion and consensus among school administration, department members, faculty, or School Site Council members to support the addition or revision of a course.*

1. Rationale/Need for course or change:
2. What are the possible impacts of this change?
* To your department?
* Other departments?
* To your school?
1. Course is for which grade level(s)? [ ]  6, [ ]  7, [ ]  8, [ ]  9, [ ]  10, [ ]  11, [ ]  12
2. Credit toward graduation: [ ]  Required, or [ ]  Elective
3. [ ]  Semester, or [ ]  Full Year Course

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1. How will this course positively impact academic achievement on the Alaska AMP?
2. Write a two – three sentence course description to be published in the KPBSD Master Course Guide.
3. Are there any course [ ]  prerequisites or [ ]  recommendations? List and describe.
4. Check and explain any financial requirements for this course?

[ ]  Materials:

[ ]  Equipment:

Staffing:

[ ]  Existing Staff

[ ]  Additional Staff

Professional Development

[ ]  Staff Development

[ ]  Curriculum/Assessment Writing

1. Types of Materials (check all that apply)

[ ]  Text Book [ ]  Staff Development [ ]  Software

[ ]  Web Site [ ]  DVD [ ]  Assessments

[ ]  Web-Based [ ]  Other (please describe)

The materials submitted for approval include digital components\* [ ]  Yes [ ]  No

 \**A copy of the Technology work order is required*

Describe the instructional materials:

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Describe the intended use of the instructional materials:

1. How many students do you estimate will be impacted by this course or interested in this course?
2. When will this course be offered for the first time?
3. Who will be the primary teacher for this course?

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Signatures of Approval from School Date

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Teacher Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal Date:

Curriculum Unit Organizers should be submitted with this application. Each Unit of Study for the course is required for final approval by the Assistant Superintendent of Instruction. Final approval and notification will be decided on or before December 1 of the school year.

*10/14*