

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?

o To your department?

o Other departments?

o To your school?

3. Course is for which grade level(s)? 6, 7, 8, 9, 10, 11, 12

4. Credit toward graduation: Required, or Elective

5. Semester, or Full Year Course

6. How will this course positively impact academic achievement on the Alaska SBA or HSGQE?
7. Write a two – three sentence course description to be published in the KPBSD Master Course Guide.
8. Are there any course prerequisites or recommendations? List and describe.
9. Check and explain any financial requirements for this course?
- Materials:
- Equipment:
- Staffing:
- Existing Staff
- Additional Staff
- Professional Development
- Staff Development
- Curriculum/Assessment Writing
10. Types of Materials (check all that apply)
- | | | |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Text Book | <input type="checkbox"/> Staff Development | <input type="checkbox"/> Software |
| <input type="checkbox"/> Web Site | <input type="checkbox"/> DVD | <input type="checkbox"/> Assessments |
| <input type="checkbox"/> Web-Based | <input type="checkbox"/> 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:

Describe the intended use of the instructional materials:

11. How many students do you estimate will be impacted by this course or interested in this course?

12. When will this course be offered for the first time?

13. Who will be the primary teacher for this course?

Signatures of Approval from School

Date

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.