

Proposal for Curriculum Addition/Revision Outside of the Cycle

School _____

Content Area _____

_____ Addition _____ Deletion

Course Name: _____

Name of Teacher initiating Request: _____

PLC/Department Chair _____

Site Based Administrator _____

Timeline: Department Chairperson, Site Based Curriculum Committee/Teacher must complete the following and submit to the Site-based Administrator by October 1st.

1. Statement of Need
2. Department classification, length of course, and credit.
3. Statement of purpose and/overview of goals and instructional objectives and aligned state standards.
4. Course/Program Outline
 - a. 2-3 sentences for the course description to be published in the KPBSD Master Course Guide
 - b. Prerequisites or recommendations
5. List of materials including core and supplemental resources- including the cost of such materials.
6. Assessments to measure student progress – including formative and end of course (Benchmark if applicable).
7. Available facilities and personnel
8. Other pertinent information

Teacher Signature Date: _____

Department Chairperson Signature Date: _____

Site Based Administrator Signature Date: _____