



## Curriculum and Professional Development Department Proposal for New Basic Education Course\*

-  Complete Course Approval Form.
-  Submit to department head for approval.
-  Department head submits to principal/designee for approval.
-  If approved, principal supervisor emails form to curriculum director. Curriculum director convenes meeting with school administrators and principal supervisor.
-  Once approved, curriculum director submits to technology department for course code.
-  Technology department sends course code to course guidebook designee
-  Questions? Call x6784

*\*CTE course proposals must be initiated with the Director of CTE using the OSPI Frameworks.*



## Curriculum and Professional Development Department

### Proposal for New Basic Education Course

**Instructions:** All sections of this form must be completed in order for your course proposal to be considered. To complete these sections, type your responses below. Email your completed form to [lnunamaker@psd1.org](mailto:lnunamaker@psd1.org). If you have any questions or concerns about this form, or the course approval process, please call 543-6700 ext. 6784.

#### Who is proposing this course?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

**In this section, provide information about the course you are proposing.**

Title for New Course: \_\_\_\_\_

Provide the course description that would appear in the course guidebook (in 100 words or less):

Grade Level(s): \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Course Schedule: \_\_\_\_\_

Would this new course replace an existing course?

Yes

No

If you answered yes, which course would this replace?

Would this course have prerequisites?

Yes

No

If you answered yes, what would be the prerequisite(s)?

What type of course would this be (check all that apply):

Elective:

Graduation Requirement:

CTE\*:

Other: \_\_\_\_\_

List the standards this course would address or meet in the space below. Please be as specific as possible. When using Common Core standards, or other state/national standards, include the verbiage as well as the identifying code (e.g., CCSS.ELA-LITERACY.RF.5.4: Read with sufficient accuracy and fluency to support comprehension).

In this section, provide a justification for this course.

Describe the students who would be required to take this course, or who might elect to take this course.

Describe how this course would align to a post-high school pathway (e.g., two or four year degree, certification, and/or career pathway):

Describe how you determined there was a need for this course (i.e., achievement scores, measures of performance, surveys, observations, interviews):

Describe the benefits and outcomes this course would provide students such as a best practice statement, literature reviews, and/or other rationales.

**In this section, provide logistical information needed to plan this course if approved.**

Provide a brief description of the staffing needs of this course (e.g., certification requirements, special instructional strategies or approaches such as GLAD, AVID or AP training needed to deliver course content, etc.). Please, list any costs associated with these staffing needs as an anticipated need in the table below.

Provide the following data regarding the staffing needs of this course. This data should be provided on a per school basis (e.g., one full time teacher needed at three schools would be recorded as 1.0 total FTE needed).

Projected Enrollment: \_\_\_\_\_ Anticipated Sections: \_\_\_\_\_ Total FTE Needed: \_\_\_\_\_

**Do we currently have the staff available to teach this course?**

Yes

*If you answered yes, will this course be a part of their current FTE?*

Yes

No

No

*If you answered no, please explain:*

Provide a list of recommended instructional materials and their projected costs. Indicate if these costs are initial costs or reoccurring costs and how often the cost will reoccur. Please note, these materials may need to go through the curriculum review process before approval/purchase.

Material/Resource	Projected Cost	Reoccurring Cost	Initial Cost
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Cost of Instructional Materials/Resources</i>			

Provide a list of other anticipated needs that will be or could be associated with this course, including the support of students with special needs (e.g., professional development, equipment, technology).

Anticipated Need	Projected Cost	Reoccurring Cost	Initial Cost
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Cost of Anticipated Needs</i>			

**Total Costs Associated with the Course**   
*(Instructional Materials/Resources = Anticipated Needs)*

Sign this form by typing your name in the space below. Then, mark if you approve or deny this proposal. If you deny the proposal, please provide an explanation in the designated space on the next page.

	<i>Approved</i>	<i>Denied</i>
Department Chair: _____	<input type="checkbox"/>	<input type="checkbox"/>
Principal/Designee: _____	<input type="checkbox"/>	<input type="checkbox"/>
Principal Supervisor: _____	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Director: _____	<input type="checkbox"/>	<input type="checkbox"/>

If you marked “denied” on the previous page, please provide your rationale for doing so in the space below. If more than one person denies this proposal, multiple spaces have been provided for their rationale.

This rationale was written by: \_\_\_\_\_

This rationale was written by: \_\_\_\_\_

This rationale was written by: \_\_\_\_\_