



Approved Course Request Form for 2020-2021

Instructions: Use this form to request addition of a currently approved course. Completed form must be submitted to the Teaching For Learning Department. All components must be completed electronically—only signatures and dates may be handwritten (in pen). Please submit to the appropriate content facilitator when complete.

A. General Information

Submitted By: _____ Date: _____ Building: _____

1. Course Title:
2. Course Code:
3. Grade Level(s): _____ Department: _____
4. This program/course is (check all that are applicable):
 - a. Semester Long Year Long
 - b. Elective Required
 - c. Letter Graded Pass/Fail
 - d. Other (please specify): _____

B. Additional Information

1. Identify the needs being addressed by this program/course. How were the needs determined?
2. Explain how this program/course would meet the need(s) identified in the above question.
3. What are the overarching goals for this course?
4. What is the level of student interest?
5. How will you ensure that all students have equitable access to this program/course?
6. Describe the professional development/training necessary to implement this particular program/course.
7. Describe the communication plan for informing staff, students, and families about the new program/course.
8. What endorsement/credential is necessary for the credit associated with this course?

C. Curriculum

1. What instructional materials do you propose to use? List all core and supplemental materials and text (with publisher and copyright) in the table below:

Title (with publisher and copyright)	Quantity	Select Core or Supplemental	Select District, Transfer, or Building

Core: Material that is core to the curriculum. If this is not a previously adopted text, you will need to complete a *Curriculum Materials Approval Form* for submission to the Instructional Materials Committee (IMC).

Supplemental: Supplementary material.

District: If you are requesting that the District purchase the materials, please complete and attach a *Textbook Purchase Request Form*.

Transfer: Check with your Librarian/Library Assistant if the materials already exist in District. If the materials will be transferred from another school, complete a *Textbook Transfer Request Form*.

Building: If your building will purchase the materials, please choose **Building Purchase**.

2. For new instructional materials not yet approved by the district, please complete **Appendix A**.
3. What additional costs, initial or ongoing (such as professional development, copies, consumables, technology, etc.), do you anticipate in relation to this program/course and how will these costs be funded?
4. What, if any, pre-requisites exist for taking this course or entering this program?

D. Required Signatures

Signatures indicate recommendation for approval of the course. If recommendation is for denial of the course, please note that in the signature space.

Building Signatures Required from the Submitting School

1. Originator of Request (Required) Name: _____
Signature: _____
Date: _____

2. Content Department Head (If applicable) Name: _____
Signature: _____
Date: _____

3. Program Coordinator (If applicable) Name: _____
Signature: _____
Date: _____

4. Principal (If originated at school level) Name: _____
Signature: _____
Date: _____

Teaching for Learning Signatures

5. Content Facilitator (Required) Name: _____
Signature: _____
Date: _____

6. Learning Improvement Officer (Required) Name: _____
Signature: _____
Date: _____

7. Executive Director of Scholar Learning, Academic Programs, and Staff Development (Required) Name: Dr. Melissa Spencer
Signature: _____
Date: _____

8. Chief Academic Officer (Required) Name: Marla Newton
Signature: _____
Date: _____

For TFL Department Use Only:

Final recommendation is for

Approval

Denial

9. Student Information Specialist (Required) Name: Jennifer Potter
Signature: _____
Date: _____

Submit completed form to the appropriate content facilitator. Facilitators will notify buildings upon final approval.

Appendix A

Instructional Materials Purchase Request Evaluation Form

General Instructions

1. For *each* title being requested, please complete the following tables.
2. At least two other titles must have been considered alongside the one chosen (total of three texts considered).
3. There will be one table completed for each requested title. If you need more tables, simply copy and paste an additional table into the document.

Title #1 Requested:

Title	Author	ISBN #
<i>Why is this text the best fit for the course? How does it align to the standards for the course and support instruction?</i>		
In the below cells, enter information about the three other titles that were considered for the course.		
Title	Author	ISBN #
1.		
2.		
3.		
<i>Why were these titles rejected?</i>		

Title #2 Requested:

Title	Author	ISBN #
<i>Why is this text the best fit for the course? How does it align to the standards for the course and support instruction?</i>		
In the below cells, enter information about the three other titles that were considered for the course.		
Title	Author	ISBN #
1.		
2.		
3.		
<i>Why were these titles rejected?</i>		

Title #3 Requested:

Title	Author	ISBN #
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<i>Why is this text the best fit for the course? How does it align to the standards for the course and support instruction?</i>		
In the below cells, enter information about the three other titles that were considered for the course.		
Title	Author	ISBN #
1.		
2.		
3.		
<i>Why were these titles rejected?</i>		

Title #4 Requested:

<i>Why is this text the best fit for the course? How does it align to the standards for the course and support instruction?</i>		
In the below cells, enter information about the three other titles that were considered for the course.		
Title	Author	ISBN #
1.		
2.		
3.		
<i>Why were these titles rejected?</i>		

Title #5 Requested:

<i>Why is this text the best fit for the course? How does it align to the standards for the course and support instruction?</i>		
In the below cells, enter information about the three other titles that were considered for the course.		
Title	Author	ISBN #
1.		
2.		
3.		
<i>Why were these titles rejected?</i>		