



Instructions: 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).

**A. General Information**

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ Building: \_\_\_\_\_

1. Current Program/Course Title: \_\_\_\_\_ Current Course Code: \_\_\_\_\_
2. Grade Level(s): \_\_\_\_\_ Department: \_\_\_\_\_
3. 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): \_\_\_\_\_
4. Give a brief description of the program/course content as it should appear in the Course Description Guide or Course Catalog: \_\_\_\_\_

**B. Request for Change to Current Course**

1. Describe the nature of the change requested.
  - Change in prerequisites for current course
  - Semester/yearlong change for current course
  - Equivalency credit change (CTE only) for current course
  - Name change for current course
  - Deactivate a current course
  - Other: \_\_\_\_\_
2. Describe in detail the specifics of the change: \_\_\_\_\_
3. Rationale for the change: \_\_\_\_\_
4. Are all applicable schools in agreement regarding the change?
  - Yes
  - No
  - It has not been discussed with other schools.
5. Is there current or previous legislation that would be impacted by this change? \_\_\_\_\_
6. If credit in a subject is changing, explain the impact for current and past scholars. \_\_\_\_\_

**FOR OFFICE USE ONLY (to be completed by TFL prior to submitting to Jennifer Potter)**

Course Code(s): _____	WA Course Code: _____
	AP/IB/CIE Code: _____
Subject Area 1: _____	CIP Code: _____
Subject Area 2: _____	
Subject Area 3: _____	Tech Prep Yes or No (circle one)
Subject Area 4: _____	Direct Transcript Yes or No (circle one)
Subject Area 5: _____	

7. Describe the professional development/training necessary to implement this change.
8. Describe the communication plan for informing staff, students, and families about the change.
9. Requested date for change to take effect.

**C. Curriculum**

1. List any materials that are changing (with publisher and copyright) in the table below:

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

2. For new instructional materials not yet approved by the district, please complete **Appendices A and B**. If this is a new novel that is not on the approved book list, please submit a novel review request to the IMC along with this form.
3. What additional costs, initial or ongoing (such as professional development, copies, consumables, technology, etc.), do you anticipate in relation to this change and how will these costs be funded?

**D. Course Outline**

1. For Priority Standard Submission, check one of the following:
  - Using existing Priority Standards. Please attach the standards that will be used.
  - Adding or Deleting Priority Standards specific to this course. Please complete **Appendix C**.
2. (If applicable.) If this course is outlined by one of the following programs, please check the appropriate box and attach the required paperwork:
  - College Board Advanced Placement (AP): Attach course syllabus for audit and any additional supporting documents from College Board.
  - International Baccalaureate (IB): Attach course syllabus from IB and any additional supporting documents.
  - Cambridge International Examinations (CIE): Attach course syllabus from Cambridge and any additional supporting documents.
  - Advancement Via Individual Determination (AVID): Attach any relevant documentation from AVID regarding course syllabi, outlines, or guides.
  - Career and Technical Education (CTE): Attach course OSPI framework and any additional supporting documents.

**E. 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. TFL Director (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: \_\_\_\_\_

## Appendix A

### Instructional Materials Purchase Request Evaluation Form for New Programs/Courses

**General Instructions**

1. For *each* textbook being requested, please complete the following table.
2. If novels are being requested, please complete a Novel Review Form

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>		
<i>Explain the process used to ensure cultural competency and lack of bias in the text?</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>		
<i>Explain the process used to ensure cultural competency and lack of bias in the text?</i>		

Title #3 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>		
<i>Explain the process used to ensure cultural competency and lack of bias in the text?</i>		

## Appendix B

### Instructional Materials Purchase Request Form for \*Changes in Programs/Courses

#### General Instructions

1. Check with your school librarian/library clerk to see if the requested textbooks or materials are available from within the school district system. If so, utilize the Instructional Materials Transfer request form and request a transfer of books.
2. If not available, complete the following form for submission with the Full Change Form.

Requested By:      Date:                      Building:

Email:                      Phone:

Quantity	ISBN #	Title	Item Type	Unit Price <i>(For TFL Use)</i>	Total Cost <i>(For TFL Use)</i>

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If this is an advanced program change, funds should come from the school's advanced program budget.

---

**FOR TFL DEPT USE:**

Received: \_\_\_\_\_  Approved \_\_\_\_\_  Denied \_\_\_\_\_

Notified \_\_\_\_\_ Ordered \_\_\_\_\_ Invoice Received \_\_\_\_\_ Process Completed \_\_\_\_\_

## Appendix C

Priority Standards Submission Form for Changes in Programs/Courses			
Course Title		Grade Level(s)	
School		Originator(s) of Course Change	
Priority Standard (In most cases should not exceed 15)	Link to PE/GLE or Program Standard #	Description	Gradebook Language (if different from Description)
Priority Standard 1			
Priority Standard 2			
Priority Standard 3			
Priority Standard 4			
Priority Standard 5			
Priority Standard 6			
Priority Standard 7			
Priority Standard 8			
Priority Standard 9			
Priority Standard 10			
Priority Standard 11			
Priority Standard 12			
Priority Standard 13			

<b>Priority Standard 14</b>			
<b>Priority Standard 15</b>			
<b>Priority Standard 16</b>			
<b>Priority Standard 17</b>			
<b>Priority Standard 18</b>			
<b>Priority Standard 19</b>			