Instructions:

* Use this form to request a new course for FWPS
* Originator sends the completed form to [imc@fwps.org](mailto:imc@fwps.org).
* IMC will generate an adobe sign document with the completed form to all signers.
* Once signatures are complete the course request will go to the Instructional Materials Committee (IMC) for review.
* IMC action will be communicated to the originator following the IMC meeting.

\*If you are requesting a non-general education course please contact the associated department (CTE, Advanced Programming, SSS, and ML) **prior** to filling out the paperwork.

1. **General Information**

Submitted By: Click here to enter text. Date: Click here to enter a date. Building: Choose an item.

1. Proposed Program/Course Title: Click here to enter text.
2. Grade Level(s): Click here to enter text. Department: Click here to enter text.
3. This program/course is (check all that are applicable):
4. Semester Long Year Long
5. Elective Required
6. Letter Graded Pass/Fail
7. Other (please specify): Click here to enter text.
8. Give a brief description of the program/course content as it should appear in the Course Description Guide or Course Catalog:

Click here to enter text.

1. **Additional Information**
2. Identify the needs being addressed by this program/course. How were the needs determined?  
   Click here to enter text.
3. Explain how this program/course would meet the need(s) identified in the above question.

Click here to enter text.

1. What are the overarching goals for this course?

Click here to enter text.

1. What is the level of student interest?  
   Click here to enter text.
2. How will you ensure that all students have equitable access to this program/course?  
   Click here to enter text.
3. Describe the professional development/training necessary to implement this particular program/course.

Click here to enter text.

1. Describe the communication plan for informing staff, students, and families about the new program/course.

Click here to enter text.

1. **Curriculum**
2. 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 |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |
|  |  | Choose an item. | Choose an item. |

**Core:** Material that is core to the curriculum. If this is not a previously adopted text, you will need to complete a *Curriculum Adoption Review Request* 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* (Appendix B).

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

1. 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?

Click here to enter text.

1. What, if any, pre-requisites exist for taking this course or entering this program?

Click here to enter text.

1. **Course Outline**
2. Standards: For Priority Standard Submission, check one of the following:

Using existing Priority Standards. Please attach the standards that will be used.

Creating Priority Standards specific to this course. If new Priority Standards are being created, the district process for creating standards must be followed and attached to this proposal using **Appendix C**.

* 1. What are the essential questions, enduring understandings, and broader purpose of this course?  
     Click here to enter text.

1. Curriculum and Pedagogy
   1. Describe the professional learning that would be required to ensure teachers have strong pedagogical content knowledge applicable to this particular program/course.

Click here to enter text.

1. Complete the Curriculum Map for the course in **Appendix D**.

1. **Course Evaluation**
2. Describe in detail the program evaluation process. How will you assess whether the course has achieved its stated goals? What data will you collect?

Click here to enter text.

1. Please draft the evaluation questions you will use to assess the course at the end of the school year. The answers to these questions must be submitted at the end of the first year of implementation of the new course. You should have a minimum of three guiding questions.
   1. Question 1: Click here to enter text.
   2. Question 2: Click here to enter text.
   3. Question 3: Click here to enter text.
   4. Question 4: Click here to enter text.
   5. Question 5: Click here to enter text.
2. **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: Click here to enter text.  
    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Principal (If originated at school level) Name: Click here to enter text.  
    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching for Learning Signatures

1. Content Facilitator (Required) Name: Click here to enter text.  
    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Content Facilitator: please complete task at bottom of page 1 prior to signing.*

1. TFL Director (Required) Name: Click here to enter text.  
    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Executive Director of Scholar Learning, Name: Erika Rudnicki  
 Academic Programs, and Staff Development Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Required) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Chief Academic Officer (Required) Name: Dr. Melissa Spencer  
 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For TFL Department Use Only:  
Final recommendation is for Approval Denial

1. Student Information Specialist (Required) Name: Emily Jacobs  
    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR ITS USE ONLY**

**Course Code(s):**

**Other information:**

**Appendix A**

**Instructional Materials Evaluation Form for New Courses**

**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:** Click here to enter text.

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

**Title #2 Requested:** Click here to enter text.

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

**Title #3 Requested:** Click here to enter text.

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

**Title #4 Requested:** Click here to enter text.

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

**Title #5 Requested:** Click here to enter text.

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

**Appendix B**

**Instructional Materials Purchase Request Form for New 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 Proposal Form.

Requested By: Click here to enter text. Date: Click here to enter a date. Building: Choose an item.

Email: Click here to enter text. Phone: Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **ISBN #** | **Title** | **Item Type** | **Unit Price  *(For TFL Use)*** | **Total Cost**  ***(For TFL Use)*** |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |
|  |  |  | Choose an item. |  |  |

Requester’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR TFL DEPT USE:**

Received: Approved \_\_\_\_\_\_\_ Denied \_\_\_\_\_\_\_\_\_  
  
Notified\_\_\_\_\_\_\_\_\_\_ Ordered \_\_\_\_\_\_\_\_\_\_ Invoice Received \_\_\_\_\_\_\_\_\_\_ Process Completed \_\_\_\_\_\_\_\_\_\_

**Appendix C**

*You do not need to utilize all reporting standards (buckets) or priority standards. Most courses use 20-25 standards.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Priority Standards Submission Form for Changes in Programs/Courses** | | | | | | | |
| **Course Title** | |  | | | | **Grade Level(s)** |  |
| **School** | |  | | | | **Originator(s) of Course Change** |  |
| **Reporting Standard A:** | | | |  | | | |
| **Priority Standard** | **Link to WA State Standards (OSPI) or Program Standard #** | | | | **Description (Gradebook Language)** | | |
| **A1** |  | | | |  | | |
| **A2** |  | | | |  | | |
| **A3** |  | | | |  | | |
| **A4** |  | | | |  | | |
| **A5** |  | | | |  | | |
| **A6** |  | | | |  | | |
| **A7** |  | | | |  | | |
| **A8** |  | | | |  | | |
| **Reporting Standard B:** | | |  | | | | |
| **Priority Standard** | **Link to WA State Standards (OSPI) or Program Standard #** | | | | **Description (Gradebook Language)** | | |
| **B1** |  | | | |  | | |
| **B2** |  | | | |  | | |
| **B3** |  | | | |  | | |
| **B4** |  | | | |  | | |
| **B5** |  | | | |  | | |
| **B6** |  | | | |  | | |
| **B7** |  | | | |  | | |
| **B8** |  | | | |  | | |
| **Reporting Standard C:** | | |  | | | | |
| **Priority Standard** | **Link to WA State Standards (OSPI) or Program Standard #** | | | | **Description (Gradebook Language)** | | |
| **C1** |  | | | |  | | |
| **C2** |  | | | |  | | |
| **C3** |  | | | |  | | |
| **C4** |  | | | |  | | |
| **C5** |  | | | |  | | |
| **C6** |  | | | |  | | |
| **C7** |  | | | |  | | |
| **C8** |  | | | |  | | |
| **Reporting Standard D:** | | |  | | | | |
| **Priority Standard** | **Link to WA State Standards (OSPI) or Program Standard #** | | | | **Description (Gradebook Language)** | | |
| **D1** |  | | | |  | | |
| **D2** |  | | | |  | | |
| **D3** |  | | | |  | | |
| **D4** |  | | | |  | | |
| **D5** |  | | | |  | | |
| **D6** |  | | | |  | | |
| **D7** |  | | | |  | | |
| **D8** |  | | | |  | | |
| **Reporting Standard E:** | | |  | | | | |
| **E1** |  | | | |  | | |
| **E2** |  | | | |  | | |
| **E3** |  | | | |  | | |
| **E4** |  | | | |  | | |
| **E5** |  | | | |  | | |
| **E6** |  | | | |  | | |
| **E7** |  | | | |  | | |
| **E8** |  | | | |  | | |

**Appendix D**

**Curriculum Map for New Programs/Courses***Please complete all portions of this form for the course. In addition, include any other frameworks or paperwork required for outside approval (for example, CTE, AVID, AP, IB, Cambridge, etc.).*

**Year At-a-Glance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Quarter** | **Second Quarter** | **Third Quarter** | **Fourth Quarter** |
| Essential Questions and Enduring Understandings |  |  |  |  |
| Standards (Include number and descriptor) |  |  |  |  |
| Benchmark and Summative Assessments |  |  |  |  |
| Resources |  |  |  |  |

**Pacing Guide and Unit or Module Outlines**

*Complete for all four Quarters. Add a new row for each additional unit within that Quarter.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter 1** | **Essential Questions and Enduring Understandings** | **Standards (include descriptors)** | **Common Formative Assessments and Summative Assessments** | **Resources** |
| **Unit/Module 1** |  |  |  |  |
| **Unit/Module 2** |  |  |  |  |
| **Unit/Module 3** |  |  |  |  |
| **Unit/Module 4** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter 2** | **Essential Questions and Enduring Understandings** | **Standards (include descriptors)** | **Common Formative Assessments and Summative Assessments** | **Resources** |
| **Unit/Module 1** |  |  |  |  |
| **Unit/Module 2** |  |  |  |  |
| **Unit/Module 3** |  |  |  |  |
| **Unit/Module 4** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter 3** | **Essential Questions and Enduring Understandings** | **Standards (include descriptors)** | **Common Formative Assessments and Summative Assessments** | **Resources** |
| **Unit/Module 1** |  |  |  |  |
| **Unit/Module 2** |  |  |  |  |
| **Unit/Module 3** |  |  |  |  |
| **Unit/Module 4** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter 4** | **Essential Questions and Enduring Understandings** | **Standards (include descriptors)** | **Common Formative Assessments and Summative Assessments** | **Resources** |
| **Unit/Module 1** |  |  |  |  |
| **Unit/Module 2** |  |  |  |  |
| **Unit/Module 3** |  |  |  |  |
| **Unit/Module 4** |  |  |  |  |

**Week-at-a-Glance Sample Lesson Plans**

*Complete as needed based on your weekly schedule (6-period day, 4x8 block, etc.) You must include at least three days’ worth of lessons based on your schedule.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit or Module** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Purpose: Priority Standards, Learning Targets, Success Criteria** |  |  |  |  |  |
| **Learning Activities: Include specific strategies for SE, C&P, and CE&C** |  |  |  |  |  |
| **Assessment: Include formative and summative assessments** |  |  |  |  |  |

**Sample Unit/Module Summative Assessment**

*Copy and paste here a sample summative assessment, clearly noting which Priority Standards are being assessed.*