

**KILLINGLY PUBLIC SCHOOLS
NEW COURSE REQUEST**

Section I (Can be completed any time before Feb. 1st)

Title of course: _____

Recommended by: _____

Grade(s): _____ Required: _____ Yes _____ No Elective: _____ Yes _____ No

Prerequisites: _____

Duration/Credit: _____ Weight: _____ Not applicable: _____

A. Rationale:

B. Priority standards identified/approved: _____ Yes _____ No _____ N/A

C. Summary of course content (scope & sequence) completed: _____ Yes _____ No

Items A, B, and C must be satisfied in order to gain approval of Department Leader

Approval of Department Leader: _____ Date: _____
(Department Leader Signature) Forward to Principal

D. Textbook/instructional materials available/budgeted: _____ Yes _____ No

Items A, B, C, and D must be satisfied in order to gain approval of Principal

Approval of Principal: _____ Date: _____
(Principal Signature) Forward to Assistant Superintendent

Request Submitted to District Curriculum Council
for Pre-Approval (**must be received by Feb. 1st**)
Date Stamp:

Approval of District Curriculum Council Chair: _____ Date: _____

Section II: District Curriculum Council Review

Presentation to District Curriculum Committee (must be ready by **April 1st**)

If a complete curriculum is not available at the time of review, the District Curriculum Council can only recommend course approval as a **one-year pilot. A minimum of 1/4 of the curriculum must be written prior to District Curriculum Council review.*

*For one year pilots, the full curriculum must be completed and approved by the District Curriculum Council by **April 1st** of the subsequent year in order for the course to continue. The District Curriculum Council must then review and recommend approval by the full Board.*

District Curriculum Council Chair – check one: Approval of course with completed curriculum
 Approval as one-year pilot with partial curriculum
 Course Denied

Signature of District Curriculum Council Chair: _____ Date: _____

Section III: BoE Approval

Presentation to BoE Curriculum Sub-Committee

Approval of course with completed curriculum: Yes No

Signature of BoE Curriculum Sub-Committee Chair: _____ Date: _____

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Presentation to full Board of Education

Approval of course with completed curriculum: Yes No Date: _____