

NEW PROGRAM/NEW COURSE RECOMMENDATION FORM

Step I: *(Attach additional pages, if necessary)*

Contact Person (submitting proposal): _____ Date: _____

Brief description of proposal: _____

Will this program/ course replace an existing program/course? Yes No

If yes, identify:

Is this a required or an elective course? Basic Ed Voc Ed

Goal(s) of the program/course:

How does the program/course further the district's strategic plan or education reform initiatives?

Identify staff and student population that will be affected by this proposal:

Estimated cost of the proposal: \$ _____

Principal/Supervisor planning approval: _____

Department/Team Leader approval (for course proposal): _____

Department proposing: _____

Not approved. Reason(s): _____

If approved, continue to Step II of the NP/NCR process to further develop the proposal.

Submit one copy to appropriate grade level Executive Director of Learning

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Step II: *(Please attach Step I Form)*

Contact Person (submitting proposal): _____ Date: _____

Description of recommended program/course (include EALR's and appropriate benchmarks):

Herein Attached

Target student population affected by new program/course:

Have they been (*circle one*) contacted/surveyed? Yes No

If yes, results:

If no, what evidence do you have that this need exists?

Anticipated number of students: _____

Target staff affected by new program/course:

Have they been (*circle one*) contacted/surveyed? Yes No

If yes, results:

If no, how do you know that impacted staff support this proposal?

What specific needs does this program/course address?

Approximate cost: \$ _____

Budget Source: 1st year: _____ 2nd year: _____ Thereafter: _____

Suggested location of the program/course (if it requires special facilities):

Materials needed (include instructional resources):

What types of in-service/training will be required?

SIT Recommendation:

Information feedback Forward to CC Date completed: _____

Principal/Supervisor/SIT Chair approval: _____

Submit in duplicate to the appropriate grade level Executive Director of Learning

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Step III:

Contact Person (submitting proposal): _____ Date: _____

Building Origination: _____

Program/Course Title:

Instructions for submitting NP/NCR proposal to Curriculum Commission:

- Attach completed Step I Form
- Attach completed Step II Form
- Forward all documents to the appropriate grade level Executive Director of Learning
- Contact person may be requested to present proposal to the Commission