



ADMINISTRATIVE MEMORANDUM

COURSE REQUESTS | 7001.6

In accordance with board policy, the district will continually evaluate, develop, and modify the curriculum to meet the changing needs of students. Furthermore, the district will design and implement instructional programs and courses of study that will forward the educational goals of the district.

Proposals to add new courses or programs or to delete existing courses will be considered by the Office of Teaching and Learning as follows:

1. When a new course is being considered, the principal or designee will contact the appropriate content supervisor for initial approval.

2. To request the formal addition of a new course:

a. The principal must complete the online Course Request form found on the Forms Library of the Inside Red Clay Intranet.

b. The course request form will be routed to the Office of Teaching and Learning for review and approval or disapproval of the course request.

3. To request reactivation of an inactive course, or the deletion of an existing course:

a. The principal must complete the online Course Request form found on the Forms Library of the Inside Red Clay Intranet.

b. The course request form will be routed to the Office of Teaching and Learning for review and approval or disapproval of the course request.

Questions about the information contained in this administrative memorandum should be directed to the Senior Director of Teaching and Learning.