

New Course Adoption

- Process is open all year.
- A-G submission window is Feb 1 – June 30.
- Completed package due to Curriculum Dept by May 1.

1

Course Design

Site Level:

- **Design course**
- **CTE outline** (if applicable)
 - [Sample](#)
- **Submit for A-G approval**
 - [Course Mgmt. Portal \(CMP\)](#)

2

Forms

- **New Course Form**
- **Aeries Form**

[SMJUHSD Course Adoption Resources](#)

3

Route Package

- Share full package with C&I AP
- Electronically route full package to DCs & Principals for review and signatures (include CTE Director, if applicable)

4

Curriculum Dept.

- Forward to Teaching & Learning
 - Present at AP meeting
 - Present at Curriculum Council for approval
 - Secure Board approval

5

Final Steps

- A-G Approval is needed before Board approval
- Technology creates courses in Aeries after Board approval