

CHECKLIST FOR COURSE/PROGRAM APPROVAL

Initial & Date

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| _____ | _____ | 1. Building-level staff members discuss new course(s). 1 st Quarter |
| _____ | _____ | 2. Building-level staff present new course(s) to Principal to assess the impact on long-range curriculum goals. Discussion to include possible budget, staffing and scheduling impact. 1 st Quarter |
| _____ | _____ | 3. Building-level staff completes necessary "Course Approval Form." 1 st Quarter |
| _____ | _____ | 4. Building-level staff presents course proposal to the District Administrative Team (District Administrator, Business Manager, Principals and Director of Pupil Services). 1 st Quarter |
| _____ | _____ | 5. The District Administrative Team reviews the proposal, makes a recommendation and forwards the proposal to the Board of Education Curriculum Committee. 1 st Quarter |
| _____ | _____ | 6. The Board of Education Curriculum Committee reviews the proposal, makes a recommendation and forwards the proposal to the Board of Education. 2 nd Quarter |
| _____ | _____ | 7. Upon Board of Education approval, building-level staff works with the Principal to proceed with the implementation of the proposal. 3 rd Quarter |

APPROVED: December 10, 2007