

## **Process Guidelines For Requesting New Courses**

### **A. Cover Sheet**

Identify names and positions of those requesting the new course.

### **B. Rationale**

Provide a clear, complete, concise rationale for the new course requested. Include such things as:

- Relationship to District goals and initiatives;
- Research supporting the change, including reference to “best practice” in the particular content;
- Relationships to District curriculum (Reference State Standards and WKCE-CRT Frameworks [math, reading, and science]).

### **C. Communication**

Provide a list of stakeholders (Director of Instruction, Building Administration, CII Committees, Department Chairs and Departments, EPIC, WIC, and LHS Cabinet) affected by the new course and a timeline for communication with each group. Communication with stakeholders must occur the school year prior to the formal new course proposal being submitted to the Director of Instruction.

### **D. Curriculum**

Provide a course outline.

Include a brief implementation plan, answering these questions:

- Who will write the curriculum and enter it into Build Your Own Curriculum?
- When will the curriculum be developed?
- What schedule or staff assignments may need to be changed?
- What professional development needs may be necessary to implement the curriculum?

### **E. Resources**

Provide a description and estimated dollar amount of the following:

- Curriculum Development Time: **Maximum of 24 Hours or Two DEUs Total**
- Staff Development Time
- Instructional Materials
- Staffing
- Space, Equipment, Furniture

### **F. Statement of Impact**

Provide a statement of who and what will be impacted by the proposed change.

Consider the new course in the context of a total program offering (i.e., credits, students eligible). Will a section/course be eliminated so the new course can be added?