



Course Title:	
Initiator:	School/Department:

NATURE OF REQUEST

New Course - select one:	<input type="checkbox"/> Standard credit	<input type="checkbox"/> Special Education	<input type="checkbox"/> Honors
	<input type="checkbox"/> Advanced Placement (AP)	<input type="checkbox"/> Intervention	<input type="checkbox"/> Magnet
	<input type="checkbox"/> Professional / Technical	<input type="checkbox"/> Gifted and Talented	<input type="checkbox"/> Hybrid / Online

OR

Change in Course - select one:	<input type="checkbox"/> Change in course description	<input type="checkbox"/> Change in title (will require a new code)
	<input type="checkbox"/> Change in prerequisites	<input type="checkbox"/> Change in credit distribution (will require a new code)
	<input type="checkbox"/> Change in course length	

Student Prerequisites for Placement:	
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MEETING STATE AND FEDERAL REQUIREMENTS-

Follow this [LINK](#) to find required information to include in the box below - Go to Page 3 to link to content area / course description.

State Course Assignment Code:		State Requirements for Teaching Course:	
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CTE Industry Certifications:	CTE Director initials
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REQUIRED DOCUMENTS (please provide as an attachment; templates available on MyCdaSchools > Curriculum)

COURSE PACING GUIDE – rationale, essential questions, objectives, desired outcomes, assessments, timeline - time spent on each section. **Please only use district template.**

NOVEL RATIONALE: required for new courses that use fictional / non-fictional novels for whole group instruction.

COURSE DESCRIPTION

Required for new courses. New course description to be included in the school catalog and/or handbook. When appropriate include old course description with changes. **Schools are encouraged to use the state course description.**

Credits:	Course length:	<input type="checkbox"/> Semester	<input type="checkbox"/> Year	<input type="checkbox"/> Trimester
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ADVANCEMENT / GRADUATION REQUIREMENTS

Please identify the advancement / graduation requirements that the course meets.

<input type="checkbox"/> Electives (General)	<input type="checkbox"/> Math (High School)	<input type="checkbox"/> Science (Elective)
<input type="checkbox"/> English / Language Arts	<input type="checkbox"/> Math (Elective)	<input type="checkbox"/> Social Studies (United States History)
<input type="checkbox"/> Health and Wellness	<input type="checkbox"/> Math – Middle school	<input type="checkbox"/> Social Studies (American Government)
<input type="checkbox"/> Humanities (Fine / Perf. Arts)	<input type="checkbox"/> Physical Education	<input type="checkbox"/> Social Studies (Economics)
<input type="checkbox"/> Humanities (World History)	<input type="checkbox"/> Career Technical Ed.	<input type="checkbox"/> Social Studies (Elective)
<input type="checkbox"/> Humanities (World Languages)	<input type="checkbox"/> Science (Biological Science)	<input type="checkbox"/> Other – Please explain:
<input type="checkbox"/> Language Arts - Middle school	<input type="checkbox"/> Science (Physical Science)	

Intended grade levels:	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
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Follow these links to fill in the box below for this section: [IDAHO CONTENT](#), [IDAHO CONTENT STANDARDS](#) and / or [INDUSTRY STANDARD REFERENCE](#) provide standards alignment information. If no state, national, or industry standards exist, attach other standards documentation, such as organizational standards.

DISTRICT ADOPTIONS identify district / state approved textbooks, ancillary materials with cost for each item, listing the vendor and the source of funding that will be used

Title	ISBN	Cost	Vendor	Source of Funding

FINANCIAL IMPACT Identify the potential cost of offering the course including staffing, supplemental and laboratory materials.

ALIGNMENT OF ADOPTIONS TO STANDARDS

Follow these links to fill in the box below for this section: *Rigorous and relevant to [21st Century Standards](#)*

OPTIONAL DOCUMENTS FOR SUBMISSION

- Statement of articulation with colleges or universities
- Lesson examples
- Ancillary materials: films, multimedia, authentic documents, etc.

SIGNATURES – Indicates approval

Teacher / Initiator	Date	AdHoc Subcommittee	Date
Building Administrator	Date	Associate Superintendent	Date
Review Committee	Date	Trustee	Date

SUBMISSION

New course proposals may be submitted **no later than November 1** for the following school year.
 Send electronic copies of documentation via district email to **Katie Graupman at the District Office**.
 Send **original copy** of this **fully completed** and **signed** document to **Katie Graupman, District Office**

District Office Use Only: Course #: _____ Date: _____ Initials: _____