

**Snohomish School District No. 201**  
**Course Addition/Modification Review Process Approval**

**Do not skip steps**

Name of Course \_\_\_\_\_

1. Complete the Course Addition/Modification Data Sheet (Page 2). Attach drafts of department minutes, the Syllabus and Course Outlines to the data sheet.

2. Submit data sheet to building Department.  Approved  Denied

Dep't Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

3. Submit data sheet to your building Principal.  Approved  Denied

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

*Principal will forward copies of the data sheet/proposal to the Executive Director of Teaching and Learning. An initial review of the proposal will be necessary prior moving the process forward.*

4. Submit data sheet to Combined Department Chairs' Meeting.  Approved  Denied

GPHS Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

SHS Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

5. Submit data sheet to Executive Director of Teaching and Learning Services.   
Approved  Denied

Exec. Dir. Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

6. *If this course requires use of instructional materials which have not been Board approved, you must get approval to purchase the materials from a budget manager (see next page) and submit through the Teaching and Learning Department a proposal to the Curriculum Materials Committee for approval.(Board Procedures 2020P)*

## Course Addition/Modification Data Sheet

“No course of study or program offering will be added or eliminated without approval of the Superintendent nor will any basic alteration or reduction of a course of study or program offering be made without such approval.”  
(Policy 2020P)

<b>Name of course</b>	
<b>Length of course</b>	
<b>Qualifications of instructor</b>	
<b>When would the course begin?</b>	
<b>Prerequisites for course</b>	
<b>What course of study or further education would this course prepare a student to pursue?</b>	
<b>Major concepts that will be learned</b>	
<b>Important skills that will be practiced</b>	
<b>Instructional materials used by students</b>	
<b>Technology resources used by students</b>	
<b>Are these materials Board approved? (insert XX)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, follow procedures 2020P (Selection and Adoption of Curricular Materials) after course addition has been approved.
<b>Detail start-up costs</b>	
<b>Detail annual costs</b>	
<b>Detail other costs</b>	

<b>Please answer the following questions completely:</b>	
<b>What was the range of courses/modifications that were considered for this proposal? (Please list)</b>	
<b>When considering our full array of courses in this department what needs does the proposed course addition/modification meet that the others do not?</b>	
<b>How will this course enrich or fulfill a course of study over four years of high school?</b>	
<b>How will this course appeal to and address the needs of a wider range of students? Who will it likely appeal to and why?</b>	
<b>How will this course addition/modification engage students and better prepare them for life outside of high school?</b>	
<b>To that end, why is this course addition/modification the best option when considering other possibilities?</b>	
<b>Which teachers in the department</b>	

**are willing and highly qualified (or willing to become highly qualified) to teach this course? (Multiple teachers should be willing to sustain the course.)**

Attach draft of syllabus, course outlines, and course objectives/assessment worksheet.

Attach minutes from the department meeting when the decision to propose the course was made.

If there are expenses, you must have the signature of the budget manager(s) who will pay for them before presenting this proposal to your principal for approval.

	<b>Amount</b>	<b>Budget manager(s) signature</b>
<b>Start-up costs</b>		
<b>Annual costs</b>		
<b>Other costs</b>		