

## PROCEDURES FOR DELETING A COURSE

Any individual(s) or groups desiring to request the deletion of a course to the District's curricula needs to submit two copies of information covering the steps below. One copy is to be given to the appropriate building principal (elementary, middle school, or high school), and one copy to the Director of Curriculum and Instruction.

1. A description for the course proposed for deletion.
2. A written rationale of how the course meshes with the District's educational philosophy, goals, and core abilities.
3. A brief narrative of the rationale for deleting this course, including any pertinent data outlining why this course should be deleted.
4. An impact statement (brief narrative), including the data to support the request, indicating any positive or negative impacts the deletion of this course would have on other curricular areas. Examples include: Would the deletion of this course significantly impact enrollment in other electives?
5. A narrative of the financial implications of deleting the course.
6. Other important information.

# COURSE DELETION Recommendation Statement Form

A copy of the completed course deletion request for the next school year must be filed with the building principal and Director of Instruction by November 15<sup>th</sup>.

Date Course Deletion Form Submitted to  
Building Principal and Director of Instruction: \_\_\_\_\_

Subject Area Committee Review Date: \_\_\_\_\_

Check the appropriate statement below:

\_\_\_\_\_ 1) The \_\_\_\_\_ SAC concurs with and recommends approval of the course deletion under consideration.

\_\_\_\_\_ 2) The \_\_\_\_\_ SAC disagrees with and does not approve the course deletion under consideration for the following reasons:

\_\_\_\_\_ 3) The \_\_\_\_\_ SAC concurs with and recommends approval of the course deletion under consideration with the following stipulations:

District Administrator Review Date: \_\_\_\_\_

Board Committee Review Date: \_\_\_\_\_

Board of Education Review Date: \_\_\_\_\_

Name of teacher(s)/group(s) proposing the course for deletion:  
\_\_\_\_\_

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

Length of class: \_\_\_\_\_ Prerequisites: \_\_\_\_\_