

PROCEDURES FOR MODIFYING A COURSE

Any individual(s) or groups desiring to request the modification 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 proposed modifications for a current course.
2. A written rationale of how the course modifications will continue to mesh with the District's educational philosophy, goals, and core abilities.
3. A brief narrative of the rationale for modifying this course, including any pertinent data outlining why this course should be modified.
4. An impact statement (brief narrative), including the data to support the request, indicating any positive or negative impacts the modification of this course would have on other curricular areas. Examples include: Would the modification of this course significantly impact enrollment in other electives? How do the modifications impact or change the learning targets being taught through the current course?
5. A narrative of the financial implications of modifying the course.
6. Other important information.

COURSE MODIFICATION Recommendation Statement Form

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

Date Course Modification 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 modification under consideration.

_____ 2) The _____ SAC disagrees with and does not approve the course modification under consideration for the following reasons:

_____ 3) The _____ SAC concurs with and recommends approval of the course modification 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 modification:

Name of Course: _____

Length of class: _____ Prerequisites: _____