



ADMINISTRATIVE MEMORANDUM

COURSE REQUESTS | 7001.6

In accordance with board policy, the district will continually evaluate, develop, and modify the curriculum to meet the changing needs of students. Furthermore, the district will design and implement instructional programs and courses of study that will forward the educational goals of the district.

Proposals to add new courses or programs or to delete existing courses will be considered by the Office of Curriculum and Instruction as follows:

1. To request the addition of a new course:
 - a. The principal must complete the Curriculum Council Proposal Request form found on the Curriculum and Instruction section of the Intranet website.
 - b. The Office of Curriculum and Instruction will review the form and decide whether to place the request on the agenda for consideration at the next meeting of the Curriculum Council. The Curriculum Council must have a 75% majority vote to approve the new course. If there is a 75% majority vote, the information will be sent to the Curriculum Cabinet level for consideration. The school will be notified of the final decision of approval or disapproval of the course request.
2. To request the reactivation of an inactive course, the deletion of an existing course, or the addition of a course that is new to the building but is already in place in another building:
 - a. The principal must complete the online Course Request form found on the Publications and Forms section of the Intranet website.
 - b. The form will be routed to the Office of Curriculum and Instruction for approval or disapproval of the course request.

Questions about the information contained in this administrative memorandum should be directed to the Director of Curriculum & Instruction