

**DISTRICT CURRICULUM AND ASSESSMENT COUNCIL**

Curriculum Change Form

Curriculum changes that impact budget, scheduling, staffing, etc. must originate from the Instructional Program Review Teams.

The Council will review all proposals submitted.

Date: \_\_\_\_\_ Submitted

by: \_\_\_\_\_

Department: \_\_\_\_\_ Course/Grade Level: \_\_\_\_\_

Name of current course/curriculum used, if any: \_\_\_\_\_

Name of proposed course/curriculum: \_\_\_\_\_

- Choose One:  Proposing a new curriculum       Updating an existing curriculum  
 Implementing an existing curriculum that has not been used for more than 3 years

Names of faculty members who will be writing the curriculum: \_\_\_\_\_

\_\_\_\_\_

Will this change require curriculum writing time (summer, per diem)?      YES      NO

If yes, submit the **Curriculum Writing Request Form**.

Suggested implementation date: \_\_\_\_\_

Cost to implement the new curriculum, including any staffing, materials, supplies, curriculum writing time, etc.

\_\_\_\_\_

\_\_\_\_\_

Explain the rationale for this curriculum change.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other programs, if any, are affected by this curriculum?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

The District Curriculum and Assessment Council met and evaluated request on: \_\_\_\_\_

Request Approved. Sent to Board of Education for approval on: \_\_\_\_\_

Request Denied. Reason for denial: \_\_\_\_\_

More information needed. Please provide the following information:

---

—

Updated 1/20/2016