

**DISTRICT CURRICULUM AND ASSESSMENT COUNCIL**

Curriculum Writing Request Form

The Council will review all proposals submitted.

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

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

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

Choose One:  Creating a new curriculum  Updating an existing curriculum  
 Other (Specify) \_\_\_\_\_

Names of faculty member(s) who will be writing the curriculum:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain the rationale for this curriculum writing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hours Requested**

Number of Teachers	Hours Per Teacher	Total Hours

Completion date:  Before July 1st of current school year  
 Between July 1st and August 31st

\* \* \* \* \*

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

**Hours Approved**

Number of Teachers	Hours Per Teacher	Total Hours

Request Denied. Reason for denial:

\_\_\_\_\_

More information needed. Please provide the following information:

\_\_\_\_\_

\_\_\_\_\_

—

Sent to Building Principal for review on: \_\_\_\_\_

Sent to Board of Education for approval on: \_\_\_\_\_

Updated 3/31/2016