

DISTRICT CURRICULUM AND ASSESSMENT COUNCIL

**Guideline for Requesting a Curriculum Change**

It is anticipated that all suggested curriculum changes originate from the Instructional Program Review Teams. However, 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: \_\_\_\_\_

\_\_\_\_\_

Suggested date(s) and amount of time needed to write a new curriculum: \_\_\_\_\_  
(Summer, Superintendent's Conference Day, Time away from class)

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

Cost to implement the new curriculum, including any materials and supplies needed.

\_\_\_\_\_

What data, if any, was used in determining the need for the curriculum? \_\_\_\_\_

Why does the curriculum need to be added, changed or updated? \_\_\_\_\_

What other programs, if any, are impacted by this curriculum? \_\_\_\_\_

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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: \_\_\_\_\_