

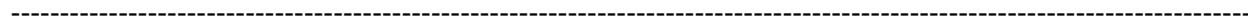


New Courses: New Course Middle School Approval Process

Submitted by: School _____

Department _____

Date _____



COURSE TITLE AND INFORMATION

Course Title: _____
(full title as it should appear in the Course Catalog)

Grade Level(s) to be served (Circle all that apply): 7 8

Utah State Course Cactus Code to be used: _____

*Teacher: _____ Teacher Utah State Cactus Code: _____

*Note: If a teacher has not been assigned, enter TBA for teacher name. Follow Provo City School District hiring process for all new teachers.

This course meets the following academic standards (check all that apply):

- Middle School program
- Career-Technical Education
- Special Education (Learning/Physical disabilities)*

RESOURCE NEEDS OF THE NEW/REVISED COURSE

Teacher Certification Requirements (Are you currently endorsed to teach this course and if not what have you done/going to do to ensure you will become endorsed under the USOE guidelines?)

Additional pertinent information not covered above:

Timeline Requirements: This fully completed form, along with 3 signatures must be submitted to the Executive Director of Teaching and .

APPROVALS/SIGNATURES

Please gather the signatures in the following order.

Dept. Head Signature _____

1) School Principal: I have read this proposal completely and”

- Support this new course proposal
- Do not support this new course proposal for the reasons outlined on an attached sheet.

Principal Name (Print) _____ Date: _____

Principal Signature _____

2) District HR

- Approved
- Denied for the reasons outlined on an attached sheet.

Name (Print) _____ Date: _____

Signature _____

3) District Instructional Council

- Approved
- Denied for the reasons outlined on an attached sheet.

Name (Print) _____ Date: _____

Signature _____