

Course/Program Request Form

Clayton County Public Schools

“Committed to High Performance”



These forms reflect the process for making *changes, additions, modifications, or deletions* to a school’s Master Schedule. The goal is to ensure the district’s Master Course Data File is accurate and all taught courses are approved and have sufficient resources to support fidelity of implementation. Please note: School choice, waiver usage, multiple vacancies will not warrant circumventing this process; therefore, leaders should not publicize or promote changes in courses without final approvals from all required personnel on the Course/Program Approval Form. Approvals will not be granted until the Course/Program Review Panel reviews submissions to consider the impact of the change.

The Course/Program Approval Process:

School Level

1. Use appropriate data to determine potential changes needed to course/program offerings.
2. Complete the ***Course/Program Approval Form***, which involves providing a rationale for the change and conferring with essential department leads.
3. Submit the completed ***Course/Program Approval Form*** to the Cluster Assistant Superintendent.
 - Please note: There is a specified timeframe for submitting the forms to be reviewed by a panel.

District Level

1. Assistant Superintendent collects the ***Course/Program Approval Forms*** for the Course/Program Review Panel
2. The SLI Coordinators organize submissions for the next review date and communicates to the Review Panel the date and location for reviewing the forms.
3. The Course/Program Review Panel (consisting of all essential departments) reviews the requests/rationales and determines a final approval status: ***Approved, Approved Pending Revisions, Not Approved.***
4. The Assistant Superintendents communicate to their principal the final approval status.
 - Forms with ***Approved Pending Revisions*** must be resubmitted within 3 business days; otherwise, the status changes to ***Not Approved.***

Timeline for School Year 2018-2019:

- **April 9th – April 20th** → Principals submit ***Course/Program Approval Forms*** to Assistant Superintendents.
- **April 23rd to April 27th** → Review Committee convenes to review/evaluate submissions to determine approval status. *Principal will need to be available for any follow up questions.*
- **April 30th to May 4th** → Assistant Superintendents notify principals of approval status.
- **May 7th to May 9th** → Forms with ***Approved Pending Revisions*** are resubmitted to the Assistant Superintendent. Based on the needed information, the Assistant Superintendent will determine if the Review Panel needs to reconvene or if he/she only needs to confer with the necessary Department for final approval.

Course/Program Approval Review Panel Members:

- Assistant Superintendents
- Business Services/Position Control
- Content Coordinators / Program Directors
- Director of Curriculum, Instruction, and Assessment
- Facilities and Maintenance
- Guidance and Counseling
- Human Resources
- Master Scheduling
- Technology Contact
- Textbook Coordinator (textbooks)
- Transportation

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School _____ Principal _____

Today's Date: _____ Date for Change to Take Effect: _____

Current Course Name: _____ Current Course Number: _____ Current Course Department _____

Requested Course Name: _____ Requested Course Number: _____ Requested Course Department _____

Rationale or justification for proposed change, add, modification or course deletion – ***clearly describe*** the change requested and the impact that the change may have on achievement data, class size/projected enrollment, and/or student interest. The rationale or justification should be based on an informed decision comprised of considerations with the Content/Program Coordinators or Directors, Assistant Superintendents, Facilities, Technology, Business Services and/or any other resource or support providers.

Describe the change and its potential impact on achievement data, class size/projected enrollment, and/or student interest in course.
Describe the course change's impact on personnel . Will the course require staff additions, changes, modifications, etc.? <i>Consider staff certification requirements and if additional staff is needed to support students' needs: DES, ESOL, Gifted, etc. Be sure to indicate: <u>What certifications are necessary for new courses?</u></i>
Calculation of Overall Fiscal Impact _____ Funding Source(s) _____
Describe the assurance that appropriate instructional resources – including professional development- are available to support this course/program change. Also, describe the process for discarding or repurposing resources (if deleting a course). Be sure to indicate: <u>What supplies need to be purchased?</u>
Calculation of Overall Fiscal Impact _____ Funding Source(s) _____
Describe the assurance that appropriate facilities and/or technology is available to support this course/program change.
Calculation of Overall Fiscal Impact _____ Funding Source(s) _____
Describe the overall impact on the master schedule .

Once reviewed by the Course/Program Review Committee, the Cluster Assistant Superintendent will notify the principal of the approval status.

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School _____ Principal _____

Today's Date: _____ Date for Change to Take Effect: _____

Current Course Name: _____ Current Course Number: _____ Current Course Department _____

Requested Course Name: _____ Requested Course Number: _____ Requested Course Department _____

Class Size: _____ Grade/Level: _____

Submitted by: _____ School/Department: _____
(Principal, Coordinator, or Director)

Please CHECK below to indicate the type of change requested to the school's master schedule.

Change (old course/new course) Addition (new course[s])
 Modification (course[s]/pathway added) Deletion (dissolve/discontinued course/pathway)

Please check below to indicate all applicable supports for effectively implementing the course change. Be sure to note the date that the department leads confirmed the availability of the necessary supports.

Personnel Considerations: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Current Staff <input type="checkbox"/> New Staff Needed Confirmed Appropriate Certifications: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Confirmed _____	Business Services <input type="checkbox"/> Funding for Staff <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Allotment Verification <input type="checkbox"/> Not Applicable Date Confirmed _____	Instructional Resources <input type="checkbox"/> Course Standards <input type="checkbox"/> Core Curriculum <input type="checkbox"/> Textbooks <input type="checkbox"/> Supplies <input type="checkbox"/> Equipment <input type="checkbox"/> Not Applicable Date Confirmed _____
Technology <input type="checkbox"/> Computers <input type="checkbox"/> Laptops <input type="checkbox"/> Software Approval <input type="checkbox"/> Specifications/Compatibility <input type="checkbox"/> Not Applicable Date Confirmed _____	Facilities <input type="checkbox"/> Furniture <input type="checkbox"/> Construction Requested <input type="checkbox"/> Desk <input type="checkbox"/> Chairs <input type="checkbox"/> Computer Drops <input type="checkbox"/> Not Applicable Date Confirmed _____	Master Scheduler (Frequency) <input type="checkbox"/> 9 Weeks <input type="checkbox"/> 18 Weeks (1 st Semester) <input type="checkbox"/> 18 Weeks (2 nd Semester) <input type="checkbox"/> 18 Weeks (one semester) <input type="checkbox"/> 36 Weeks (year-long) <input type="checkbox"/> Not Applicable

Required Signature:

Principal	Date

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****This page will be completed by the Course/Program Review Committee.**

Approval Status Page

School _____ Principal _____

Today's Date: _____

Requested Course Name: _____ Requested Course Number: _____ Requested Course Department _____

Approval Status:

Approved _____
Approved Pending Revisions _____
Not Approved _____

Approval Status Explanation:

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Required Signatures:

Department/Program Coordinator or Director	Date
Director of Curriculum Instruction and Assessment	Date
Cluster Assistant Superintendent	Date
Deputy of School Leadership and Improvement	Date