

Department of Secondary Student Learning

CIA/NewCourseProcessChecklist_2012

School: _____ Originator: _____ Administrator: _____

COURSE CODE	COURSE NAME

✓	Description	Date
	Proposal paperwork	
	Building Signatures	
	To High School CIA Subcommittee <i>Comments:</i> _____ _____	
	To District-Level Curriculum, Instruction, Assessment Committee <i>Comments:</i> _____ _____	
	Approval to pilot _____	
	Email to originator/copied to administrator regarding approval and framework to be developed/evaluation of pilot	
	Submit request for NCAA approval if applicable	
	Finalization of curriculum packet: <input type="checkbox"/> Preface documentation <input type="checkbox"/> Power Standards identified <input type="checkbox"/> Curriculum framework received <input type="checkbox"/> Basic/supplemental forms submitted	
	Presented to and approved by CIA	
	First Reading School Board	
	Second Reading School Board	
	Approved by School Board	
	Finalization of the framework <input type="checkbox"/> Insert PDF signature sheet into final curriculum packet <input type="checkbox"/> Post to the Extranet <input type="checkbox"/> Save in Secondary Curriculum @ <input type="checkbox"/> File final documents in Course Code Binders	
	If Arts, Social Studies, or Health/Fitness course, add CBA/CBPA to District schedule	
	Update equivalency credit document (if applicable)	
	Add course information to high school course catalog	
	Create a memorandum announcing the approval and send to <input type="checkbox"/> Originator of request <input type="checkbox"/> Counselors <input type="checkbox"/> Administration <input type="checkbox"/> I.T. staff <input type="checkbox"/> Other "specialty" staff as appropriate i.e. <i>If it is an Advanced Placement course, send communication to coordinator and originator regarding College Board Audit requirements</i>	