

Curriculum Change and Resource Proposal Form

Date:

Grade Level / Department:

Subject Area / Course:

Staff Proposing the Change:

Action 1:

Describe the proposed changes to the curriculum and/or instructional resources.

Curriculum Change

1. *What changes need to be made to the curriculum/course offerings? What data did you use to determine the need? In your explanation, please specify whether the change is an addition, deletion, or revision and the reason for the change. Please be detailed and provide research that supports the changes needed.*

2. *Which PLC teams will be involved to ensure vertical and horizontal/cross curricular alignment? What resources (other districts, businesses, etc.) will be used to support this change?*

3. *How do these changes align with building and district goals?*

PLCs and Buildings need to complete this form for the following:

- 1) Changes to course offerings (adding or removing a course). High School course changes must be presented by the November DLT meeting.
- 2) Resource purchases and adoptions for departments or grade levels (exceeding \$500)
- 3) Changes to the USD 262 Curriculum Guides (if future grade levels are impacted).

Curriculum Change and Resource Proposal Form

Action 1:
Describe the proposed changes to the curriculum and/or instructional resources.

Resource Change (if applicable)

1. List the desired resources (technology, supplemental material, text, manipulatives, etc.) needed to support the curriculum change in the table below.

TITLE OR NAME OF RESOURCE <small>*Technology, supplemental material, text, manipulatives, etc.</small>	NAME OF PUBLISHER OR COMPANY	ISBN NUMBER / PRODUCT NUMBER	COST PER UNIT	NUMBER OF MATERIALS NEEDED	Total Cost
				<i>Total Cost:</i>	

2. Will this resource be used to support reading, math, or behavior MTSS? Yes No
 If so, what Tiers (I, II, and/or III) will benefit (Mark all that apply)?
 Tier I-Core Tier II-Supplemental Tier III-Supplemental

3. Funding Source (visit with building principal and/or Director of Student Learning if unknown):
 Building District Grant Other _____

4. What professional development will your team pursue to implement the proposed changes? How might PDC, Building Improvement Team, and the C.I.A. Leadership Team (Director of Student Learning, Director of Technology, Instructional Coaches, and Technology Integration Specialist) support the implementation?

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Action 2: Get Initial Approval for the Curriculum or Resource Change		
Contact	Signature	Date
<i>Principal</i>		
<u>Reasons for Recommendation:</u>		
<i>Director of Student Learning</i>		
<i>Director of Technology (if applicable)</i>		
<i>CTE Coordinator (if applicable)</i>		
<input type="checkbox"/> <i>Completed (No Further Action is Needed)</i> <input type="checkbox"/> <i>Present to DLT (Complete Action Step 3-5)</i>		
Action 3: Present the proposal to the District Leadership Team to communicate and clarify curriculum, instruction, and assessment changes (if applicable).		
Person or Team Presenting	Date of Presentation	Recommendation Date
<u>Comments:</u>		
Action 4: Get final approval from the Building Administrator(s), Director of Student Learning, CTE Coordinator (if applicable), Director of Technology (if applicable), and BOE.		
Approval Process	Signature(s)	Date Approved
<i>Administrator</i>		
<i>Director of Student Learning</i>		
<i>CTE Coordinator (if applicable)</i>		
<i>Director of Technology (if applicable)</i>		
BOE Approval <input type="checkbox"/> <i>Consent</i> <input type="checkbox"/> <i>Report</i> <input type="checkbox"/> <i>Approval</i>		

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