



Middle School Course Proposal Form for New Courses

2024-25 School Year

The Middle School Course Proposal Form for New Courses for the 2024-25 school year and all supporting materials must be submitted to CCR@everettsd.org by **December 1, 2023**.

Additional course proposal forms available in [DocuShare](#):

- High School Course Proposal Form for New Courses
- High School and Middle School Course Revision Form
- High School and Middle School Course Proposal Form for New CTE Courses
- High School Course Equivalency Proposal Form

Part I – Proposed Course Details

1. Date of Course Proposal _____

2. Proposed Title of New Course _____

3. Middle School ☐ EIS ☐ EVG ☐ GWY ☐ HEA ☐ NOR ☐ Port Gardner

4. Subject Area ☐ English ☐ Math ☐ PE ☐ Science
☐ Social Studies ☐ V&P Arts ☐ World Language
☐ CTE If CTE, use the CTE Course Proposal Form.

5. Grade Levels ☐ Grade 6 ☐ Grade 7 ☐ Grade 8

6. Course Length ☐ Semester ☐ Yearlong ☐ May be repeated

7. Is this course being offered for high school credit? ☐ No ☐ Yes
If yes, use High School Course Proposal Form (grades 7 & 8 only)

8. Program ☐ General ☐ Multilingual Learner ☐ Special Education

9. Prerequisite(s) _____

10. Fees _____

11. Course Description (up to 100 words)

Part II – Required Attachments

- ☐ Syllabus includes learning objectives, outline of unit topics and standards, assessments, and grading information
- ☐ Sample assessment
- ☐ Description of materials and resources to be used
- ☐ Approved instructional materials (must include one of the following)
 - ☐ Core Instructional Materials Adoption with Date of Board Approval
 - ☐ [2311P Appendix I-Supplemental](#)
 - ☐ [Temporary 2125P Appendix A](#)
- ☐ Proposed budget (must include budget code in budget proposal)
- ☐ Digital Resources Review Form [2311P Appendix E](#) (if applicable)

Date of Digital Tool Approval _____

Name of Digital Tool(s) _____

Part III – Contact Information

Name of staff member submitting course proposal _____

Additional staff members assisting in course proposal

Name	_____	School	_____
Name	_____	School	_____
Name	_____	School	_____
Name	_____	School	_____

Part IV – Approvals

Academics/Curriculum Director Signature

Date

Academics/Curriculum Director Signature

Date

Principal signature is required for each location course will be offered.

Eisenhower Middle School Principal

Date

Evergreen Middle School Principal

Date

Gateway Middle School Principal

Date

Heatherwood Middle School Principal

Date

North Middle School Principal

Date

Port Gardner Middle School Principal

Date

Part V – Proposed Course Approval

Executive Director, CCR & ELO Signature

Date

Chief Academic Officer Signature

Date

☐ **Approved**

☐ **Approved with recommendations**

☐ **Denied**

Recommendations

College & Career Readiness Department Use Only

Course Level

<input type="checkbox"/> B - Basic or remedial	<input type="checkbox"/> C - College	<input type="checkbox"/> E - Enriched or advanced
<input type="checkbox"/> G - General or regular	<input type="checkbox"/> H - Honors	<input type="checkbox"/> X - No specified level of rigor

Federal Course Information

Federal Course Type		
Taught by Certified Teacher	<input type="checkbox"/> Yes	<input type="checkbox"/> No