



High School and Middle School Course Proposal Form for New CTE Courses

2024-25 School Year

The High School and Middle School Course Proposal Form for New CTE Courses for the 2024-25 school year and completed information and materials in Parts I-IV must be submitted to CCR@everettsd.org by **October 2, 2023**. *Prior approval from the CTE Department is required before submitting this form.*

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

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

Part I – Proposed Course Details

1. Date of Course Proposal

2. Proposed Title of New Course

3. School

- ☐ CHS ☐ EHS ☐ JHS ☐ SHS ☐ OnlineHS
☐ EIS ☐ EVG ☐ GWY ☐ HEA ☐ NOR ☐ Port Gardner

4. Subject Area

- ☐ CTE For CTE Course Equivalencies, complete the Course Equivalency Proposal Form

5. Grade Levels

- ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12
Middle school courses for high school credit ☐ Grade 7 ☐ Grade 8

6. Course Length

- ☐ Semester (0.50 credit) ☐ Yearlong (1.0 credit) ☐ May be repeated for credit

7. Program

- ☐ General ☐ Multilingual Learner ☐ Special Education

8. CIP Code

9. CTSO Alignment

10. IRC(s)

11. Dual Enrollment Option

- ☐ AP ☐ [CiHS](#) ☐ CTE Dual Credit

12. Career Cluster _____

13. Cluster Pathway _____

14. Course Designations ☐ AP ☐ [CADR](#) ☐ [CiHS](#) ☐ CTE Dual Credit
 ☐ Science Lab ☐ Senior Quantitative

15. Prerequisite(s) _____

16. Fees _____

17. Course Description (up to 100 words)

Part II – Required Attachments

- ☐ Copy of email confirmation from CTE Department with course development approval
- ☐ OSPI Framework created in partnership with CTE Department
- ☐ 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

STEM Partnerships & Choice Program Director Signature _____ Date _____

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

Cascade High School Principal _____ Date _____

Everett High School Principal _____ Date _____

HM Jackson High School Principal _____ Date _____

Sequoia High School/OnlineHS/Port Gardner Principal _____ Date _____

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 _____

For Department Use Only– 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

Credit Rule

☐ E-Evenly divide credit among all subject areas

☐ O-Fill Subject area credit in order

☐ F-Full credit goes to all subject areas

Graduation Subject Areas

| | | | | | | | | | |
|--------------------------|------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|-----------------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | A1-English 1 | <input type="checkbox"/> | B2-US History | <input type="checkbox"/> | C2-Algebra (1st Yr Math) | <input type="checkbox"/> | D3-Second Yr Science | <input type="checkbox"/> | E1-Physical Ed |
| <input type="checkbox"/> | A2-English 2 | <input type="checkbox"/> | B3-Government | <input type="checkbox"/> | C3- Geometry (2 nd Yr Math) | <input type="checkbox"/> | D1-Third Yr Science (or Elective) | <input type="checkbox"/> | J1-World Language |
| <input type="checkbox"/> | A3-English 3 | <input type="checkbox"/> | B4-WA State History | <input type="checkbox"/> | C4-Algebra 2 (3 rd Yr Math) | <input type="checkbox"/> | G3-CTE | <input type="checkbox"/> | Z1-CCRS |
| <input type="checkbox"/> | A4-English 4 | <input type="checkbox"/> | B5-Social St Elective | <input type="checkbox"/> | C1-Math Elective | <input type="checkbox"/> | H1-Fine Arts | <input type="checkbox"/> | Z3-Activities & Clubs |
| <input type="checkbox"/> | B1-World History | <input type="checkbox"/> | C2-Algebra (1st Yr Math) | <input type="checkbox"/> | D2-First Yr Science | <input type="checkbox"/> | F1-Health | <input type="checkbox"/> | X1-Elective |

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 | | | |
| Federal AP Subject | | | |
| Federal AP Course Type | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Math | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Science | <input type="checkbox"/> N/A | |
| Taught by Certified Teacher | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |