



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

2025-26 School Year

The High School and Middle School Course Proposal Form for New CTE Courses for the 2025-2026 school year and completed information and materials in Parts I-IV, including approval from curriculum directors and principals, must be submitted to CCR@everettsd.org by **October 1, 2024**. It is highly recommended that planning for a new course starts well in advance of the deadline to ensure there is time to collaborate to create the course proposal. *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 ☐ Grade 7 ☐ Grade 8
for high school credit

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. Career Cluster

12. Cluster Pathway

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

14. Prerequisite(s)

15. Fees

16. 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 _____

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: O-Fill Subject area credit in order

State Course Code: _____

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	<input type="checkbox"/> Adv. Math <input type="checkbox"/> Algebra I <input type="checkbox"/> Algebra II <input type="checkbox"/> Biology <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science <input type="checkbox"/> Data Science	<input type="checkbox"/> English/Reading/Language Arts <input type="checkbox"/> Geometry <input type="checkbox"/> Other Academic Subject <input type="checkbox"/> Other Math <input type="checkbox"/> Other Science <input type="checkbox"/> Phys Ed <input type="checkbox"/> Physics
Federal AP Course Type	<input type="checkbox"/> Computer Science <input type="checkbox"/> Other	<input type="checkbox"/> Science <input type="checkbox"/> Math
Federal AP Subject	<input type="checkbox"/> Computer Science <input type="checkbox"/> Math <input type="checkbox"/> Other	<input type="checkbox"/> Science <input type="checkbox"/> N/A
Dual Enrollment Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Distance Education Course	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Taught by Certified Teacher	<input type="checkbox"/> Yes <input type="checkbox"/> No	