



High School and Middle School Course Revision Form

2025-26 School Year

The High School and Middle School Course Revision Form for the 2025-26 school year and completed information and materials in Part I-III, including approval from curriculum directors and principals, must be submitted to CCR@everettsd.org by **December 2, 2024**. Depending on proposed course revision, additional steps may be required before final approval of course revision.

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

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

Part I – Course Revision Details

1. Date of Course Revision Proposal

2. Current Title of Course

3. Course Code(s)

4. Is this Course a Course Equivalency?

☐ No ☐ Yes

Course equivalency revisions require a signature from both curriculum directors.

If yes, which two subject areas:

Subject Area #1:

Subject Area #2:

5. Type of Revision

☐ Course title change

☐ Location change

☐ Description revision

☐ Prerequisite change

☐ Length of course

6. Proposed New Course Title

7. Proposed New Location(s)

8. Proposed New Length of Course

If course requires new framework, please submit **High School Course Proposal Form for New Courses**.

☐ From Semester to Yearlong (1.0 credit)

☐ From Yearlong to Semester (.50 credit)

9. Proposed New Course Description (If applicable, new course description must be 100 words or less)

10. Proposed Prerequisite Change

Current Prerequisite(s):	Proposed New Prerequisite(s):
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Part II – Contact Information

Name of staff member submitting changes to course _____

Additional staff members assisting in course proposal

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

Part III – Approvals

Academics/Curriculum Director Signature

Date

Academics/Curriculum 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 – Course Revision Approval

Executive Director, CCR & ELO Signature

Date

Chief Academic Officer Signature

Date

☐ **Approved**

☐ **Approved with recommendations**

☐ **Denied**

Recommendations
