High School Course Proposal for Course Equivalency
2025-26 School Year

The High School Course Proposal for Course Equivalency Form for the 2025-26 school year and 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 equivalency starts well in advance of the deadline to ensure there is time to collaborate to create the course equivalency proposal.
For more information on the OSPI process and frameworks for course equivalencies, click HERE. *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 Proposal Form for New CTE Courses

Part I – Proposed Course Details

1. Date of Course Proposal _____

2. Proposed Title of Course _____

3. School
☐ CHS ☐ EHS ☐ JHS ☐ SHS ☐ OnlineHS
☐ EIS ☐ EVG ☐ GWY ☐ HWD ☐ NOR ☐ Port Gardner

4. Subject Area 1
☐ CTE ☐ Other

5. Subject Area 2
☐ Elective ☐ English ☐ Health ☐ Math
☐ PE ☐ Science ☐ Social Studies ☐ V & P Arts
☐ World Language

6. Grade Levels
☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12
Middle school courses for high school credit ☐ Grade 7 ☐ Grade 8

7. Course Length
☐ Semester (0.50 credit) ☐ Yearlong (1.0 credit) ☐ May be repeated for credit

8. Program
☐ General ☐ Multilingual Learner ☐ Special Education

9. CTE Course Equivalency Identifier ☐ Local ☐ Statewide

10. CIP Code _____

11. CTSO Alignment

12. IRC(s)

13. Dual Enrollment Option   ☐ AP   ☐ CiHS   ☐ CTE Dual Credit

14. Career Cluster

15. Cluster Pathway

16. Course Designations   ☐ CADR   ☐ Science Lab   ☐ Senior Quantitative

17. Prerequisite(s)

18. Fees

19. Course Description (up to 100 words)

Part II – Required Attachments

☐ Copy of email confirmation from CTE Department with course development approval

☐ 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

☐ Course Equivalency materials (must include one of the following):

    ☐ Local Equivalency: Comparison of course outcomes to show course equivalency

    ☐ Approved Statewide Equivalency Framework

    ☐ State Equivalency Submitted: OSPI Statewide Equivalency Framework Application Form created in partnership with the CTE Department

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

_____

Director, STEM Partnerships & Choice Program Signature   Date
for proposed CTE and Health equivalencies

_____

Director, 6-12 Instruction Signature   Date
for proposed ELA, Math, Social Studies, V&P Arts or World Language equivalencies

_____

Director, K-12 Science Instruction Signature   Date
for proposed Science equivalencies

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– Course Equivalency Committee Review

This course equivalency proposal was reviewed by the Course Equivalency Committee on _____ and in accordance with District Policy 2409, the following decision was made:

☐ **Recommended for approval**   ☐ **Recommended for approval with considerations**   ☐ **Not recommended for approval**

Recommendations

Department Use Only– Proposed Course Approval

_____

Executive Director, CCR & ELO Signature   Date

_____

Chief Academic Officer Signature   Date

☐ **Approved**   ☐ **Approved with recommendations**   ☐ **Denied**

Recommendations

_____

Department Use Only

Credit Rule: O-Full credit goes to all subject areas   **State Course Code:** _____

Graduation Subject Areas

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

Federal Course Information

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