



# Middle School Course Proposal Form for New Courses

2025-26 School Year

The Middle School Course Proposal Form for New Courses 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](mailto:CCR@everettsd.org) by **December 2, 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.

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 ☐ Elective ☐ 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**

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- ☐ 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**

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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

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Academics/Curriculum Director Signature

Date

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Academics/Curriculum Director Signature

Date

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

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Eisenhower Middle School Principal

Date

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Evergreen Middle School Principal

Date

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Gateway Middle School Principal

Date

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Heatherwood Middle School Principal

Date

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North Middle School Principal

Date

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Port Gardner Middle School Principal

Date

## **Department Use Only – Proposed Course Approval**

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Executive Director, CCR & ELO Signature

Date

Chief Academic Officer Signature

Date

☐ **Approved**

☐ **Approved with recommendations**

☐ **Denied**

Recommendations

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## **College & Career Readiness Department Use Only**

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**State Course Code:** \_\_\_\_\_

### **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**

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