



# 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](mailto: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 <sup>nd</sup> 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 <sup>rd</sup> 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	