High School Course Proposal for New Course Equivalency
2024-25 School Year

The High School Course Proposal for New Course Equivalency Form for the 2024-25 school year and information and materials in Parts I-IV must be submitted to CCR@everettsd.org by **October 2, 2023.** 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 New Course

3. School   ☐ CHS   ☐ EHS   ☐ JHS   ☐ SHS   ☐ OnlineHS

4. Subject Area   ☐ CTE   ☐ Other

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. CTE Course Equivalency Identifier   ☐ Local   ☐ Statewide

9. CIP Code

10. CTSO Alignment

11. IRC(s)

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

13. Career Cluster _____

14. Cluster Pathway _____

15. Course Designations   ☐ AP   ☐ CADR   ☐ CiHS   ☐ CTE Dual Credit
                                 ☐ Science Lab   ☐ Senior Quantitative

16. Prerequisite(s) _____

17. Fees _____

18. Course Description (up to 100 words)

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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
for proposed CTE and Health equivalencies   Date

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

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

☐	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

Course Level

☐	B - Basic or remedial	☐	C - College	☐	E - Enriched or advanced
☐	G - General or regular	☐	H - Honors	☐	X - No specified level of rigor

Federal Course Information

Federal Course Type			
Federal AP Subject			
Federal AP Course Type	☐ Computer Science	☐ Math	☐ Other
	☐ Science	☐ N/A	
Taught by Certified Teacher	☐ Yes	☐ No	