



# Middle School Course Proposal Form for New Courses 2024-25 School Year

The Middle School Course Proposal Form for New Courses for the 2024-25 school year and information and materials in Parts I-IV must be submitted to [CCR@everettsd.org](mailto:CCR@everettsd.org) by **December 1, 2023**.

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 ☐ 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

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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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### **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		
Taught by Certified Teacher	<input type="checkbox"/> Yes	<input type="checkbox"/> No