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

The High School Course Proposal for 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 Course _____

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

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

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	