High School Course Proposal Form for New Courses
2025-26 School Year

The High School Course Proposal Form for New Courses for the 2025-26 school year and completed information and materials in Parts I-IV, including approval from curriculum directors and principals, proposal must be submitted to 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:

- Middle 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 Course
- High School and Middle Course Equivalency Proposal Form

Part I – Proposed Course Details

1. Date of Course Proposal

2. Proposed Title of New Course

3. High School   ☐ CHS   ☐ EHS   ☐ JHS   ☐ SHS   ☐ OnlineHS   ☐ Port Gardner

4. Subject Area

☐ Elective	☐ English	☐ Health	☐ Math
☐ PE	☐ Science	☐ Social Studies	☐ V&P Arts
☐ World Language	☐ CTE - If CTE, use CTE Course or Course Equivalency Proposal Form		

5. Grade Levels

☐ Grade 9	☐ Grade 10	☐ Grade 11	☐ Grade 12
For 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. Course Designations

☐ AP	☐ CADR	☐ CiHS	☐ CTE Dual Credit
☐ Science Lab	☐ Senior Quantitative		

9. Prerequisite(s)

10. Fees

11. Course Description (up to 100 words)

Part II – Required Attachments

☐ 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

_____

Academics/Curriculum Director Signature   Date

_____

Academics/Curriculum 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

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: O-Fill Subject area credit in order   **State Course Code:** _____

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	☐ Adv. Math ☐ Algebra I ☐ Algebra II ☐ Biology ☐ Calculus ☐ Chemistry ☐ Computer Science ☐ Data Science	☐ English/Reading/Language Arts ☐ Geometry ☐ Other Academic Subject ☐ Other Math ☐ Other Science ☐ Phys Ed ☐ Physics
Federal AP Course Type	☐ Computer Science ☐ Other	☐ Science ☐ Math
Federal AP Subject	☐ Computer Science ☐ Math ☐ Other	☐ Science ☐ N/A
Dual Enrollment Course	☐ Yes ☐ No	
Distance Education Course	☐ Yes ☐ No	
Taught by Certified Teacher	☐ Yes ☐ No	