

# GADSDEN INDEPENDENT SCHOOL DISTRICT

## 2013-2014 NEW COURSE REQUEST FORM

Course digit \_ \_ \_ \_

Each of the following sections must be completed before the District will review and make a recommendation on adding a new course to a school or schools.

**Requesting School :** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

### Section 1: Basic Course Information

Content Area Of New Course: \_\_\_\_\_

Title of New Course \_\_\_\_\_

Career Cluster: \_\_\_\_\_ Career Pathway: \_\_\_\_\_

Projected Number of Students \_\_\_\_\_

### Section 2: New Mexico Content Standards and Benchmarks:

The standards that will be used to drive instruction for this course are:

(Check all that apply)

<input type="checkbox"/>	Arts	<input type="checkbox"/>	Language Arts	<input type="checkbox"/>	Physical Education
<input type="checkbox"/>	Career Readiness	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Science
<input type="checkbox"/>	Health Education	<input type="checkbox"/>	Modern, Classical & Native Languages	<input type="checkbox"/>	Social Studies

**In the space below, provide a scope and sequence for this course demonstrating its alignment to the New Mexico Content Standards and Benchmarks:**

*Table will expand as you enter information*

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### Section 3: National Industry Certification:

Courses being added that support a pathway need to identify a nationally recognized industry certification. New courses with industry certifications will be given priority approval.

Name of Nationally Recognized Industry Certification: \_\_\_\_\_

Certifying Organization: \_\_\_\_\_

Cost of Certification: \_\_\_\_\_

Not Applicable

***Reference the STARS Manual Vol. 2 for course descriptions when filling out the New Course Request Form, the first 4 digits refer to the course code specific to the course and content.***

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### Section 4: Scheduling:

(Check one of the following)

<input type="checkbox"/>	4X4 Block
<input type="checkbox"/>	A/B Block
<input type="checkbox"/>	7-Period Day

### Section 5: Weight of Course:

(Check one of the following)

<input type="checkbox"/>	4 Pt Grade Scale
<input type="checkbox"/>	5 Pt Grade Scale

### Section 6: Type of Course:

(Check one of the following)

<input type="checkbox"/>	Regular Course
<input type="checkbox"/>	Advanced Placement
<input type="checkbox"/>	Dual Credit
<input type="checkbox"/>	Distance Learning

### Section 7: Cost of Implementation

#### Calculate FTE Costs

Projected Number of Sections:

Fall Semester: \_\_\_\_\_

Spring Semester \_\_\_\_\_

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Use the following chart to estimate cost of FTE:

Number of Sections	Level 1 Teacher	Level 2 Teacher	Level 3 Teacher
1	\$ 5,833	\$ 6,667	\$ 8,333
2	\$ 11,667	\$ 13,334	\$ 16,666
3	\$ 17,500	\$ 20,001	\$ 24,999
4	\$ 23,333	\$ 26,668	\$ 33,332
5	\$ 29,167	\$ 33,335	\$ 41,665
6	\$ 35,000	\$ 40,002	\$ 49,998

Projected Cost of FTE \$ \_\_\_\_\_

**Textbook Information:**

Textbook Title \_\_\_\_\_ ISBN Number \_\_\_\_\_

Publisher \_\_\_\_\_

Textbooks	Quantity Requested	Cost per Item	Total Cost
Student Editions		\$	\$
Teacher Editions		\$	\$
Teacher Materials		\$	\$
		Shipping & Handling	\$
		Final Cost	\$

**Equipment/Supplies – Use this chart to request equipment and supplies to support course for one year:**

*Add as many rows to this chart as is necessary to record all cost)*

Item	Quantity Requested	Cost per Item	Total Cost
		\$	\$
		\$	\$
		\$	\$
		Shipping & Handling	\$
		Final Cost	\$

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Calculate total expenditure to fund this course:

FTE Cost	\$	_____
Textbook Costs	\$	_____
Supplies and Equipment Costs	\$	_____
Cost of Certification	\$	_____
<b>Total</b>	<b>\$</b>	_____

**Additional Information/Justification:**

*Chart will expand as text is entered.*

\_\_\_\_\_  
Campus Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date

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