

<b>Task:</b>	<b>Requesting New Courses</b>		
<b>Sub-process:</b>			
<b>Preceding Task:</b>			
<b>Revision Date</b>	May 30, 2023	<b>SOP Reference #</b>	PPSD 23
<b>Description:</b>			
<b>Responsibility:</b>	School Administrator, Supervisors		
<b>Frequency:</b>	Prior to December Board meeting	<b>Timing:</b>	
<b>Process Steps:</b>	<p><b>Requesting a new course</b></p> <p>New courses to be considered will be shaped by student needs, community needs, and/or local/regional/national trends.</p>		
	<b>Responsibility</b>	<b>Action</b>	<b>Timeframe</b>
	<b>Teachers/Content Area Supervisor/School Administration</b>	New courses will be developed by teachers, Content Area Supervisor, and School Administration, in consultation with the Asst. Superintendent Chief of Instruction and Program using Course Proposal Planning Forms.	Prior to October 15
	<b>Teachers/Content Area Supervisor/School Administration</b>	A proposed new course will be reviewed by teachers in the department and building administration and sent to the Content Area Supervisor for alignment and approval	Prior to November 1
<b>Content Area Supervisor</b>	The Content Supervisor will send the proposed course to the Asst. Superintendent Chief of Instruction and Program for Curriculum for approval by the Board of Education.	Prior to November 15	

**Requesting New Courses Standard Operating Procedures**

**Plainfield I&P**

	<b>Asst. Superintendent of I&amp;P/Principal or Principals Designee</b>	The Course Proposal Planning Form for the new course will be returned to the Principal and/or his/her designee who will publish the course outline and distribute to the appropriate personnel for inclusion in the Curriculum Course Guide and Genesis Course Catalog.	After the December Board Meeting
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