



CURRICULUM WRITING APPLICATION

Summer of _____ **School Year** _____

Date:	Department/Grade Level:
Person(s) Submitting Request:	
Topic of Proposal:	

Submission Timelines

Summer _____ Proposals - April 1 – Submit proposals to building principal (after CCS initials)
 April 7 – Principals send proposals to the Assistant Superintendent for C&I
 April 13 – PPC Review Process Begins
 May 1 – Target date for applicant status notification (may be extended to May 13 if needed).

School Year Curriculum Proposals (vacations/evenings/weekends)
 Submit proposals to the building principal six weeks prior to proposed work

District Professional Development Priorities:

- Differentiated Instruction K-12
- Data Driven Decision Making
- Co-Teaching
- Literacy Across the Curriculum
- College and Career Readiness
- SED Mandated Content Area Updates
- Response to Intervention (Rtl)
- State Learning Standards
- Curriculum Mapping

General Rules for Consideration by PPC:

Type of Proposal (Must be in alignment with the district PD priorities)	Total Days Allotted (depending on size of group and magnitude of development)	Considerations (Elementary requests should include representation from both buildings when topic is globally applicable)
New Curriculum	2-5 +	<ul style="list-style-type: none"> • Is the new curriculum timely and required? • How broadly will the curriculum impact our students, staff, and program? • Split total days between all participants • Additional time during year may be provided • Includes first time mapping of curriculum
Modification of Existing Curriculum	1-3 +	<ul style="list-style-type: none"> • Is the curriculum modification timely and required? • How broadly will the modifications impact our students, staff, and program? • Split total days between all participants • Additional time during year may be provided • Includes modification of existing curriculum maps
Non-Curriculum Based Projects - may or may not be funded based on finances	1-2 +	<ul style="list-style-type: none"> • Must be in alignment with district global and/or PD priorities • Split total days between all participants • Additional time during year may be provided

Approximate dates of work to be completed (a range of dates is fine):

1. Identify the course/subject level(s) impacted by the curriculum proposal.
2. Identify the student population impacted and the approximate number of students enrolled.
3. Why is it important for you to undergo this curriculum development at this time?
4. When will the product (curricular materials) of this proposal be implemented?
5. Describe the academic need to be served by the curriculum proposal. Include: State learning standards, student outcomes, and possible instructional design. Attach additional pages as needed.
6. Describe how this curriculum will impact your classroom, department, building and/or district as it relates to the District priorities.
7. What exactly will be produced as a result of your curricular work (lessons, curricular maps, assessments, worksheets, parent communications, budget, etc.)?
8. Describe the proposal's impact on instructional technology.
9. Explain the budgetary implications for the proposal (equipment costs, supplies, textbooks, etc.)
10. Identify the number of curriculum development days proposed.

(# of people x # of days = total days proposed)

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Attach any additional supporting information.

Note: It is expected that curriculum development will take place outside of the school day.

Before work is undertaken, a clear understanding of the end product must be reached among the principal, Curriculum Content Specialist (if applicable) and the participating staff members.

All finalized curriculum projects must be completed electronically and submitted to the Curriculum Content Specialist, Principal, and Assistant Superintendent for Instruction for approval before payment will be authorized. Printed and/or scanned attachments are acceptable, but the sum total of work should be completed in word/excel/or other format that can be shared and stored electronically.

