



Course Request and Proposal Process

The purpose of the RCSS Course Request and Course Proposal Process is to ensure that there is a systemic protocol in place for both course requests and course proposals. Classes offered within our system must be approved and funded by the Georgia State Board of Education.

- Before requesting a course, schools will need to check the RCSS course catalog to see if the course is offered in RCSS.
- Complete the **Course Request** section of the form if the course **is** in the RCSS course catalog.
- Complete the **Course Proposal** section of the form if requesting to add a course that **is not** in the RCSS Course catalog. Be sure to only submit a Course Proposal if the course is on the GADOE State Funded list.
- The Richmond County Course Request/Proposal Form must be submitted to the Directors of Teaching and Learning and CTAE by Nov 1 of each year for courses to be considered for the following year.
- The district Course Proposal Advisory Committee will determine if Course Proposals are approved or denied.
 - o The requester will be notified by email of the decision of the committee.
 - o If the course is approved, the requester will be notified of the next steps.



Richmond County Course Request/Proposal Form

Please submit all Course Requests and Course Proposals by **November 1** of each year for the following school year.

School _____ Principal _____

Request Type: Course Request
 Course Proposal

- ✓ Only submit a Course Proposal if this course is not on the RCSS approved list.
- ✓ Be sure to complete the Rationale Documentation

GA DOE Course Number	GA DOE Course Name	Funding Code	Academic Level	Department	Credits	Term

If this is a Dual Enrollment Course, please provide the college and the college course number. If not, please write "N/A".

Rationale: Attach form on page 3. Must include the specific reason the course is needed. Considerations might include graduation requirements, student interest, differentiation for student need, and/or compliance issues. Additional documentation may be required, especially in the case of transfer students and/or students with special needs.

Is the Cluster Supervisor aware of this request? Yes No

Principal Signature: _____ Date: _____

Please send this signed form to Panella Myrick in the Department of Teaching and Learning.

District Office Use Only

Course Request: Approved Denied

Received by _____ Date _____
 Directors of #TAE or Teaching and Learning _____ Date _____
 Associate Superintendent of Academic Services _____ Date _____

Course Proposal: Approved Denied

Received by _____ Date _____
 Course Proposal Content Area Committee Chair _____ Date _____
 Directors of CTAE or Teaching and Learning _____ Date _____
 Associate Superintendent of Academic Services _____ Date _____

Approved Denied

*Attach Course Proposal Planning Committee Documentation upon approval or denial of request

To be included on Course Request or Course Proposal Form

- | | |
|--------------------------------------|--------------------------------------|
| A – Kindergarten | S - Profound Intellectual Disability |
| B - Grade 1-3 | T - Emotional/Behavior Disorder |
| C - Grade 4-5 | U - Specific Learning Disability |
| 9 - Grade 6-8 | V - Orthopedic Impairment |
| D - Grade 9-12 | W - Hearing Impairment |
| E - EIP Grade K | X - Deaf |
| F - EIP Grades 1-3 | Y - Other Health Impairment |
| G - EIP Grades 4-5 | Z - Visual Impairment |
| H- Middle School Program | 1 – Blind |
| I – Gifted | 2 - Deaf and Blind |
| J – Remedial | 3 - Speech/Language Impairment |
| K – Voc. High School Lab | 4 – SED |
| M - Post Secondary Option | 5 - Georgia Virtual School* |
| O – Other (not funded) | 6 - Move On When Ready – Gen. Ed |
| P - Mild Intellectual Disability | 7 - Move on When Ready – Voc. Ed |
| Q - Moderate Intellectual Disability | |
| R - Severe Intellectual Disability | |

RCSS Course Proposal Planning Form
Submit this rationale with all course proposals.

Data or Needs that support the new course proposal	
Expected impact on student achievement	
Expected impact on student scheduling	
Expected impact on subsequent course opportunities	
Anticipated budgetary implications with the implementation of this course. Attach the RCSS Budget Sheet	
Expected impact on subsequent course opportunities	
How does the proposed course compare to practices in other districts or school with comparable programs?	