

Superintendent File: IGA-E-2

DCSD CTE COURSE OR PATHWAY PROPOSAL

The Career & Technical Education (CTE) Pathway proposal must be submitted to the CTE Coordinator for prior approval and must include the following information:

The requestor will need to complete sections:

- **SECTION I: CONTACT INFORMATION**
- **SECTION II: GENERAL CTE INFORMATION**
- **SECTION III: CONCURRENT ENROLLMENT PROGRAM INFORMATION**
- **SECTION IV: CONCURRENT EDUCATION PROGRAM COURSE INFORMATION**

Academic Systems will facilitate the completion of the remaining sections.

SECTION I: CONTACT INFORMATION

Group(s) initiating this proposal: (check all that apply): Teachers Students
 Administrators Citizens

School sponsoring this proposal:

Level of School: Elementary Middle High

Contact Information of the individual completing the course proposal:

Name:
Phone Number:
Email Address:

SECTION II: GENERAL CTE INFORMATION

Name of the State-Approved (CCCS) CTE Program

This proposal is for a:

Single Course

Program (Multiple Courses)

If this is a Program Proposal, skip to [Section III](#).

If this is a single course, does it fit into an existing pathway?

Yes

No

If yes, what is the pathway name?

If this is a single course skip to [SECTION IV: CTE Pathway Course Information](#)

SECTION III: CTE PATHWAY INFORMATION

Name of CTE Pathway:

A. Provide a brief overview of the CTE Pathway

B. How does this CTE Pathway fit into the overall educational program?

C. What benefits would our student receive from this CTE pathway?

SECTION IV: CAREER & TECHNICAL EDUCATION (CTE) PATHWAY COURSE INFORMATION

Complete the table below indicating the course sequence students would take within the CTE program. Other courses may be added or changed within the program, based on the needs of students or program modifications. For new courses provide all the information in **GREEN** font color.

Pathway Name:

Sub-Pathway Name:

Department Code:

CIP Code:

Course Level:	State Approved Course Name:	State Approved Description:	Credit Type:	Course Length

SECTION V: DCSD SYSTEM APPROVAL

At this stage of the process, the course proposal is submitted to the relevant stakeholders for final review. Approval is indicated by providing a signature and date.

A. Building Administrator:

Name: _____ School: _____
Signature: _____ Date: _____

B. Coordinator of Postsecondary Readiness:

Name: _____
Signature: _____ Date: _____

C. Director of Curriculum, Instruction, & Assessment:

Name: _____
Signature: _____ Date: _____

D. Executive Director of Schools:

Name: _____
Signature: _____ Date: _____

E. Learning Services Officer:

Name: _____
Signature: _____ Date: _____

F. Assistant Superintendent:

Name: _____
Signature: _____ Date: _____

SECTION VI: BOARD OF EDUCATION APPROVAL

This proposal has been submitted and thoroughly reviewed by DCSD Staff. It has been determined to meet all necessary criteria and is now ready for the Board's review and approval.

Does the DCSD Board of Education approve the adoption of the proposed course/pathway?

- Yes
- No

BOE President Signature: _____
Date of BOE Meeting: _____

Section VII: ACADEMIC SYSTEMS COURSE BUILD

This section is utilized by the Academic Systems Team to build the course within Infinite Campus (IC). Once the process is complete, both the requestor and the building principal will be notified. Additionally, the appropriate contacts at each school will be informed of the new course offering.

Office use	Input	Entered by:
Credit type(s): <i>(Fine Art, Science, Practical Arts, etc.)</i>		
Department Code:		
Course Number:		
Date entered in Infinite Campus database:		
Course Mapping SCED Code:		
Course entered in NCAA database (if applicable):		
Lock Program ID VIP code:		
Lock VE CIP code:		
Add to HEAR list Yes or No		