



MEMO

DATE: January 29, 2014
TO: School Administrators, Teachers, and/or Counselors
FROM: Thomas Coy
SUBJECT: High School Course Approval for Grades 9-12

The required information includes:

1. Completed High School Course Approval Request Form for Grades 9-12 (enclosed/attached). All requested information must be provided.
2. School-created attachments (must be submitted in this order):
 - I. Course Outline with specific connections to the appropriate curriculum framework and student learning expectations (detailed course outline and student learning expectation numbers)
 - II. List of instructional materials, teaching resources and equipment to be used for this course
 - III. Description of targeted student population for which this course is intended and a statement of any prerequisites for students enrolling in this course
 - IV. Description or examples of how this course will emphasize application, problem solving and higher-order thinking skills
 - V. Description of instructional strategies to address diverse learner needs
 - VI. Description or examples of assessments appropriate for this course
 - VII. Description or examples of hands-on activities or labs that will be done in this course

NOTE: Multi-year courses (e.g., Band, Choral Music, Journalism, Physical Education, Debate, etc.) must indicate how each course differs from the course the year before and after, with particular emphasis on different applications and skills each year.

After the review by the course approval committee, requests receive one of three possible responses: approval, disapproval, or request for further information. Schools will be notified in writing of committee findings, but often other communications occur before, during, and after the committee review. Failure to adhere to the specific requirements or to provide the required information will justify disapproval status.

Any school seeking approval must insure that students enrolled in this course participate in appropriate (end-of-course and/or grade level) assessments and that students are well prepared to demonstrate proficiency on the state assessments. Failure on the part of a school to prepare students can constitute a due process error.

Additional Quality Points

Schools applying for weighted credit for an honors course and/or weighted credit for a concurrent credit course must specify ways in which the course meets and exceeds the Arkansas Curriculum Frameworks and is comparable in rigor to the requirements of Advanced Placement courses. Refer to the [ADE Rules Governing Uniform Grading Scales for Public Secondary Schools and For Optional Use in Public Elementary Schools](#).

Requests for assistance and submission requests should be directed to:

Thomas Coy, Public School Program Coordinator
Arkansas Department of Education
Curriculum and Instruction
Four Capitol Mall, Room 302-B Little Rock, AR 72201
Phone: (501) 682-4250
thomas.coy@arkansas.gov

**ARKANSAS DEPARTMENT OF EDUCATION
HIGH SCHOOL COURSE APPROVAL REQUEST FORM
GRADES 9-12**

Initial submission must be received no later than May 1 prior to the school year in which the course is to be taught.

THIS SECTION IS TO BE COMPLETED BY A SCHOOL DISTRICT REPRESENTATIVE:

School Information

District: _____

School: _____ LEA# _____

Contact Information

Contact Person: _____ Phone: _____

Email: _____

Summer Contact Person: _____

Phone (home or cell): _____ Email: _____

Course Information

Name of Course: _____ Length of course: _____
(one semester, two semesters, or two-year course)

Amount of Credit: _____ Area of Credit: _____

Curriculum Framework to which course is connected: _____

Teacher Information

Name: _____ Licensure Area(s): _____
(first) (middle) (last)

Case ID#: _____ Licensure Grade Level(s): _____
(The Case ID# can be located by using the Arkansas Educator Licensure system found at: <http://adeaels.arkansas.gov/main.htm>)

THIS SECTION IS RESERVED FOR ARKANSAS DEPARTMENT OF EDUCATION USE:

Assigned Reviewer Section

Reviewed by: _____ Date reviewed: _____

- District section of this form is appropriately completed
- All required attachments are affixed and appropriate
- Teacher licensure is current and appropriate

Recommendation: Approve Do Not Approve Signature: _____

Course Approval Coordinator Section

Approved by: _____ Date approved: _____

Date approval/disapproval notification letter sent: _____

Coordinator Signature: _____
