



MEMO

DATE: January 29, 2014
TO: School Administrators, Teachers, and/or Counselors
FROM: Thomas Coy
SUBJECT: High School Course Approval for Grades 5-8

The required information includes the following:

1. Completed High School Course Approval Request Form for Grades 5-8 (enclosed/attached). All requested information must be provided.
2. A school-created attachment containing the following:
 - a. a description of the target student population for which the course is intended,
 - b. a statement of any prerequisites for students enrolling in this course, and
 - c. an identified list of appropriate follow-up curriculum (courses) in place for students adopting an accelerated schedule.
3. A signed statement of assurance (enclosed/attached) from the school district superintendent, which certifies that the middle level school seeking high school course approval will utilize the identical course content taught at the high school level and will align with the latest approved content standards and curriculum frameworks approved by the Arkansas State Board of Education;

Any school seeking approval must insure that students enrolled in this course participate in appropriate (end-of-course and/or grade level) state assessments and that students are well prepared to demonstrate proficiency on these assessments. Students that receive a passing grade for this course must be awarded appropriate credit. Credit awarded for a course that meets any of the twenty-two (22) required units for graduation must be included when computing a student's cumulative grade point average.

Once reviewed, course approval requests will receive either approval or disapproval status. School districts will be notified in writing of the status of this course approval request. Failure to adhere to the specific requirements or to provide the required information will justify disapproval status.

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 5-8**

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

Approval requested for the following grade level(s): 5th 6th 7th 8th

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

Amount of Credit: _____ Area of Credit: _____

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
- Teacher licensure is current and appropriate
- Description of target population is attached and appropriate
- Statement of prerequisites is attached and appropriate
- List of follow-up curriculum is attached and appropriate
- Statement of Assurance is signed and attached

Recommendation: Approve Do Not Approve Signature: _____

Course Approval Coordinator Section

Approved by: _____ Date approved: _____

Date approval/disapproval notification letter sent: _____

Coordinator Signature: _____

STATEMENT OF ASSURANCE

HIGH SCHOOL COURSE APPROVAL REQUEST FOR GRADES 5-8

I, _____, Superintendent of the

_____ School District, do hereby certify by my signature below and by this written Statement of Assurance that the content of each high school credited course taught in grades five through eight, as required by the Arkansas Standards for Accreditation of Arkansas Public Schools regardless of grade level, is identical to the course taught at the high school level and is aligned to the latest approved content standards and curriculum frameworks developed by the Arkansas State Board of Education. This Statement of Assurance is given in compliance with Ark. Code Ann. § 6-15-1505.

Superintendent's Signature

Date