

# Pilot Course Approval Process

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**July:** Window opens for development of pilot course proposals (July – December) for the subsequent school year

1. Author obtains administration approval to begin new course submission process
2. Author develops concept and elements of the new course
3. Complete pilot course proposal form

**October:** Principal presents course to Administrative Cabinet

**November:** Author presents course to the CAC for comment

**January:** Upon final approval by Director of Curriculum the author will:

1. Complete the Curriculum Guide Template
2. Textbook Adoption Forms
3. Course presented to the Board of Trustees for Approval

**March** Spring registration process begins at the school sites with new course added to offerings.

**SUBSEQUENT YEAR** (All steps completed prior to January 31<sup>st</sup>)

1. Principal presents course to Administrative Cabinet
2. Author presents course to CAC
3. Course presented to Board of Trustees for final approval