

NEW COURSE APPROVAL REQUEST

COMPLETE THIS FORM TO REQUEST APPROVAL OF A NEW COURSE NOT CURRENTLY ON LIST OF APPROVED OFFERINGS.

Complete this form in accordance with the current version of Regulation 3202, section V, to request approval to add a course not currently on the Fairfax County Public Schools (FCPS) list of standard or optional approved courses.

School or Department	Course Title	Course Code

PRIOR TO SEPTEMBER 15 -- Complete form IS-150 and approval by local school Instructional Leadership Curriculum Committee (ILCC).

Director of Student Services or ILCC Chair	Date

SEPTEMBER 15 - Submission of this form and form IS-150 for approval by local school or central office member to assistant superintendent, Instructional Services Department.

Principal or Director (School-based submission or central office submission)	Date

Note: Signature of the assistant superintendent, Department of Special Services is only for courses offered through the Department of Special Services.

Assistant Superintendent, Department of Special Services	Date

OCTOBER 1 - Decision to recommend request for approval or disapproval is made by assistant superintendent, Instructional Services Department. Course requests recommended for approval are submitted to the Course Review Committee.

- Recommend for Approval (submit to Course Review Committee)
- Disapproved (return to local school with reason for disapproval attached)

Assistant Superintendent, Instructional Services Department	Date

OCTOBER 15 - Decision to recommend request for approval or disapproval is made by Course Review Committee. Course requests recommended for approval are submitted to the Division Superintendent and the School Board for final approval.

- Recommend for approval as a standard course offering
- Recommend for approval as an optional course offering
- Recommend for approval as a pilot course offering (pilot may not exceed two years)
- Disapproved (return request to local school with reason for disapproval attached)

Assistant Superintendent, Instructional Services Department	Date

PRIOR TO NOVEMBER 15 - Final approval is determined by Division Superintendent and School Board.

- Approved as a standard course offering
- Approved as an optional course offering
- Approved as a pilot course offering (pilot may not exceed two years)
- Disapproved (return request to local school with reason for disapproval attached)

Division Superintendent as Designee of School Board	Date

NOVEMBER 15 - Notification of final approval to local school principal and the appropriate assistant superintendents.

DATE OF NOTIFICATION _____