



Finalization

Changes appear within registration guides and PowerSchool. Depending on the nature of the change, additional preparation & follow up occurs at the building or district level.

For example:

- Format change (face to face --> blended): Technology & SD assist in further course development & preparation
- Standards change: Portfolio holder leads continued work with prioritization and proficiency scale creation, etc.



Preparation

If approved, Director of Professional Learning will notify proposer and Technology, who works with building personnel to make necessary changes for the school(s) registration guides prior to January 1.



Proposal Review

Completed Applications are reviewed by the Director of Professional Learning, Assistant Superintendent, and other ad hoc individuals as needed/appropriate. Questions, requests for more information, or approval is granted around the course content, fiscal neutrality, and its blend with district mission, vision, current practices, etc.

Application



Proposer completes the "Request for Curriculum Action" proposal cover sheet AND Form D (located on BPS Apps or contact Brittany Upton).

Required application components include but are not limited to the following:

- Rationale
- All CURRENT course information
- Proposed CHANGED information
- Proposer, principal, and portfolio holder signatures

Submission



Completed applications and accompanying documents are sent to brittany_upton@bismarckschools.org for review **no later than December 1st** for courses intended to begin the following school year.

CHANGE to an EXISTING COURSE

Title, Code/Number, Credit, Description, Standards, Delivery/Format, etc.