

Off-Cycle Curriculum Revision Form

Name of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

1. Curriculum content area for consideration: \_\_\_\_\_

2. Based on the curriculum review cycle what year was the curriculum last reviewed?  
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3. Based on the curriculum review cycle when will the curriculum be reviewed next?  
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4. Explanation for requesting off-cycle curriculum revision: (attach additional pages as needed)

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5. Explain how the proposed change in curriculum achieves the following:

- Conforms to state model content standards;
- Is consistent with a preponderance of research from the field; and
- Is supported by credible evidence.

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**6. Timeline: (From the date the request is submitted the total time to process request shall not exceed three months).**

- 1) The Superintendent (or designee) shall appoint a team to conduct the review;**
- 2) Once the team has been appointed, the Superintendent shall report to the Board the composition of the team. The team shall include:**
  - At least a total of 12 but no more than 24 representatives from affected levels (elementary, middle or high);**
  - At least one half who are faculty that are knowledgeable and interested in the content areas under review;**
  - At least one third who are knowledgeable and interested community members (parents or patrons);**
  - One building administrator; and**
  - One central office administrator.**

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**For office use only**

**Date received:** \_\_\_\_\_

**Board informed:** \_\_\_\_\_

**Team appointed:** \_\_\_\_\_

**Superintendent reports team to Board:** \_\_\_\_\_

**Team recommendation to Superintendent:** \_\_\_\_\_

**Recommendation approved by Superintendent:** \_\_\_\_\_yes \_\_\_\_\_no

**Recommendation not approved and rationale forwarded to the Board:** \_\_\_\_\_

**Adopted: October 31, 2006**