

Regulation IGA-E1

LAS CRUCES PUBLIC SCHOOLS

New Course Request Form

The requesting Principal must submit this form and required materials to the Director of Secondary Instruction.

In accordance with Board of Education Policy IGA Curriculum Development all courses offered for credit must have written curriculum, which establishes clear and high standards, and is aligned with the applicable state content, benchmark, and performance standards. Additionally, assessment and the instructional materials must be aligned to standards.

School: _____

Course Title:
(See STARS Manual) _____

Proposed Course ID: _____

Course Duration: _____

Department: _____

Proposed STARS No.:
(8 digit number) _____

Grade Low: _____

Grade High: _____

Credit Received:
(Subject Area) _____

**Credit Value
Requested:** _____

Course Description:
(See STARS Manual) _____

**Instructional
Materials:** _____

Please attach and submit the following:

- **Course Syllabus**
- **Course Curriculum – Must show alignment to Common Core State Standards**
- **Assessment plan**

Resources needed including budget requests

Principal's Signature

Date Submitted

Course Approved

External Number Assigned: _____

Course Disapproved

Director's Signature and Date