

Anchorage School District CURRICULUM CHANGE PROCESS

(Actions initiated in addition to ASD six-year curriculum renewal cycle.)

Who can propose a change?

- Curriculum committee
- School staff
- Principal
- Federal, state, local mandate

What is change?

Materials

Refer to Field Test Proposal

- Instructional resources, i.e., software, textbooks or other supplementary materials

Curriculum

Refer to Change Proposal Template

- Course numbers, titles or descriptions
- New courses
- Revision to existing courses
- New programs

How is change initiated?

- Identify content area
- Complete field test proposal

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- Contact curriculum coordinator
- Complete curriculum change proposal template
- Report results to curriculum committee(s)
- Amend as appropriate

Change Agent

- Field test supplementary materials

- Pilot new or revised course/program for up to 2 years

Action

- Report field test results to curriculum committee
- Record outcomes
- Amend ASD approved materials list

- Report pilot results to curriculum committee
- Pursue Board approval as required