



Directions

Schools are strongly encouraged to consult with their CAS prior to pursuing approval. Please complete this request form and route with required materials to the CAS, then to the Deputy Superintendent of Academics. A form and required attachments must be submitted for EACH grade level/course.

School		Complex Area	
Principal Name		CAS Name	
Principal Phone		CAS Phone	
Principal Email		CAS Email	

Subject Matter		Grade Level/ Course Name	
Name of Comprehensive Instructional Program			
Author(s) of Comprehensive Instructional Program			

Rationale for Approval	<i>How does the school student achievement data (e.g., Smarter Balanced, Summative Assessment and/or Screener) demonstrate that the teacher-created comprehensive instructional program better supports students' learning needs?</i>	
	<i>How will the school support professional learning for implementation?</i>	
	<i>How do the materials promote other school and complex area initiatives?</i>	



Materials Access	☐ Print Materials Attached ☐ Digital Materials Access Provided (share login information directly with CAS and Deputy)
Comprehensive Instructional Program Assurances	This comprehensive instructional program: ☐ Is designed as a principal learning resource ☐ Provides a scope and sequence/learning progressions for a full term of instruction (e.g., year or semester). ☐ Provides student materials (e.g., content resources, project outlines) that address all or nearly all of the standards for this course ☐ Offers broad, deep discussion of content ☐ Includes remediation and enrichment activities ☐ Has both formative and summative assessments ☐ Provides teacher materials (e.g., teacher guide, answer keys)

Comprehensive Instructional Program IMAP Review	Attached are completed reviews from the Addendum: Teacher-Created Comprehensive Instructional Program Review and Approval Process that either meet OR partially meet the criteria, with accompanying notes for modification or supplementation as described in the IMAP. These reviews cover the following criteria: ☐ Aligns to content area standards (reviewed with content area tool) ☐ Demonstrates intentional design and alignment to effective practices ☐ Meets equity and civil rights expectations
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Principal Name (Printed) and Assurance Signature <i>I assure that the teacher-created curriculum meets requirements for approval.</i>	Date
CAS Name (Printed) and Approval Signature <i>I have reviewed and approved this request.</i>	Date
Deputy Name (Printed) and Approval Signature <i>I have reviewed and approved this request.</i>	Date