

## **Appendix A: REQUEST FOR CURRICULUM MODIFICATION**

Please supply the following information. Completed information should be submitted to the Assistant Superintendent as early as possible in the academic year and if possible, no later than October 31st, so that it may be included for budgetary consideration in the fall of the following academic year.

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**TODAY'S DATE:**

**PERSON SUBMITTING REQUEST:**

**PROPOSED TIMELINE FOR PROPOSED CHANGE:**

**Please provide the following for consideration of a curriculum revision:**

- Comparison and contrast of the new program with the existing curriculum and philosophy of the district
- The reason for the proposed change
- How the effectiveness of the change will be evaluated
- The time line for the proposed revision.
- The potential financial impact, including a breakdown for costs such as materials, training, equipment, etc.