



SPECIAL COURSE APPLICATION PROCEDURE (INS-P015)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process that secondary education principals use to request approval for offering courses that are not already approved by the State Board of Education.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Curriculum and Instruction

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 Special Course Application – An application designed for requesting approval of all secondary education courses that are not already approved by the State Board of Education.

5.0 PROCEDURE:

- 5.1 The school principal requesting a Special Course completes the Special Course Application (ref. link below) and submits to the Director of Curriculum and Instruction who forwards to the Director of School for presentation to the local Board of Education.
 - 5.1.1 One application is completed per special course proposed.
 - 5.1.2 Special courses will be approved on a site-by-site basis.
- 5.2 The Director of Schools/designee presents the application to the local Board of Education for approval.
 - 5.2.1 Applications must be approved annually.
- 5.3 The Board either approves or denies approval of the application.
 - 5.3.1 If the Board approves the application, the Director of Schools signs and submits to the State Department of Education by June 30 for final approval.
 - 5.3.1.1 Upon approval of application by Commissioner, the Director of Curriculum and Instruction notifies the requesting school.
 - 5.3.2 If the Board denies approval of the application, the Director of Curriculum and Instruction notifies the requesting school.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Special Course Application
<http://www.cmcss.net/ISO9000/Special%20Course%20Application.pdf>



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application	Instruction Department	Current year plus two	Discard as Desired	Secured building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/24/05		Initial Release
6/21/07	A	Change title, clarify procedure, update link and flowchart

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

