

# **2017 Curriculum Development Cycle Resource Requests**



***Due May 1, 2017***

***Submit PAPER copy to Building Principal***

***Request Presentation: May 5, 2017 (as scheduled)***

Name \_\_\_\_\_

Grade \_\_\_\_\_

Department \_\_\_\_\_

Curriculum Needs/Concerns

*Please list the **needs** and/or **concerns** identified by your grade, department or course. Provide a rationale for your curriculum needs/concerns including curriculum writing.*

Needs & Rationale for 2017-18	Future Needs & Rationale

**2017 Curriculum Development Cycle Resource Requests**



***Curriculum Development Cycle  
Requisition Form***

Due May 1, 2017

Paper Copy to Building Principal

Use this form to submit requests for equipment, resources, and/or other curriculum related items.

All information on this form must be completed before submission on May 1 to building principal.

**Use one form for each request.** Requests for tech related purchases need tech. dept. approval before submitting form to building principal.

Company Name and Address

Teacher or Dept/Grade \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Do not fill in)

CODE 01 \_\_\_\_\_ 150 \_\_\_\_\_

QTY	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
			SHIPPING	
			Grand Total	

District Approval \_\_\_\_\_

**2017 Curriculum Development Cycle Resource Requests**



**Request for Curriculum Development/Writing Time**

**Due May 1, 2017**

**Paper Copy to building principal**

Contact Teacher \_\_\_\_\_

Grade/Department \_\_\_\_\_

**Do Not Fill in:** Code: \_\_\_\_\_

Request Approved: \_\_\_\_\_ YES \_\_\_\_\_ No

Complete this table:

Teacher	Number of Hours Requested	Per Hour Cost (\$24) + benefits	Total Cost (hrs X \$24=)	Approved Number of Hours <small>Don't fill in this column</small>
		24.00		
		24.00		
		24.00		
		24.00		
		24.00		
		24.00		

Curriculum writing must be completed after July 1, 2017.

Approved by \_\_\_\_\_

# 2017 Curriculum Development Cycle Resource Requests



## 2017 Approved Curriculum Writing

*(To be submit to building principal after completion of work)*

**(Each Teacher Needs a Form)**

Teacher Signature \_\_\_\_\_ Employee Number \_\_\_\_\_

Approved Hours: \_\_\_\_\_ Code: \_\_\_\_\_

Fill in time chart, when hours were worked

**Curriculum writing must be completed after July 1, 2017.**

Date Worked	Hours
Total Hours	

TRA Credit\_\_\_\_\_

What was accomplished:

Submit this form to your building principal

\_\_\_\_\_  
Building Principal