



MODESTO CITY SCHOOLS

Educational Options

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TO: 9-12 Principals, 9-12 Assistant Principals, CTE Teachers

Date: 7/23/2020

FROM: Rachele Barkus, Senior Director Educational Options

SUBJECT: CTE Course Implementation Procedure

In an effort to ensure new CTE courses are processed in a timely manner and tracked from start to finish, my office has developed the following procedure for submitting new CTE courses.

- **February 1 – April 30** will be the submission window for new courses proposed to be taught the next school year (i.e.: a course submitted April 3, 2020 will be taught starting the 2021-22 school year)
- As you develop your course outline, please use the “**New Course Check-List**” to ensure you have all of the necessary course development guidelines completed.
- Course outlines **must be formatted** according to the template that has been provided for you with this communication. UC Doorways requests specific information and this outline format accounts for the necessary details.
- Text Book Adoption Form: any new text books needed for the new course have to be approved by an advisory committee. Minutes from that advisory committee meeting showing the approval have to be submitted with your new course packet in order to make a purchase. Please ensure you fill out all information on the Text Book Adoption Form AND have a quote from the publisher for the number of books you need (both hard copy and/or digital) to support the course. This assists Library Services when it comes time to make the purchase. (Attached – as part of the Complete Course Outline TEMPLATE)

If you have any questions regarding this procedure or would like to schedule a meeting with Sarah to discuss a new course you are trying to get implemented, please email **Sarah Gordin** at gordin.s@monet.k12.ca.us

Attachments:

Complete Outline TEMPLATE

Brand-New Course Form (Informed K12 link)

RB:sg