REQUEST FOR APPROVAL TO ADD A COURSE TO THE INSTRUCTIONAL PROGRAM

School:	School Number: Current School Year:			
Name, Phone # and Extension of Person Requesting Course:				
Add - To District Master (School Year): Add—For Student's Academic History (School Year):				
 Elementary and Secondary Courses The page from the Florida Course Code Directory that the requested course MUST BE ATTACHED to this req Use the Course Code Directory year that corresponds the year that the course will be used. Link: Florida Di Course Code Directory Check course type a. High School b. Middle School 	quest. 1. Name of College/University: s to 2. The course description page from the college catalogue MUST BE ATTACHED. 3. Dual Enrollment Course (Check degree that applies) a. A.A. b. A.S.			
c. Elementary School d. CTE-CTE Program Name and SubProgram # e. ESE Course 3. Course Number:	 c. College Credit Certificate d. Post-Secondary Adult Vocational Certificate (PSAV) 4. Career & Technical Program: (Enter if A.S., A.A.S., or Certificate program checked above) 			
4. Course Title:	5 Course Number:			
5. Course Level (1, 2 or 3):				
6. O				
7. Course Length (<u>Y</u> ear of <u>S</u> emester):				
8. Credits (0.5 or 1.0):				
9. Course will be offered to grade levels:				
10. Student Name: (For Academic History/Transfer Credit Requests Only)				
11. Student Number:	13. Student Number: 14. Student Grade Level:			
12. FLVS Course:				

Once all information has been provided, this form must have the signature of both the principal/designee and the person requesting the course.

Signature of Principal or Designee	Signature of Person Requesting Course		Date	
 Submit entire packet to: Middle, High School, or ESE Course Request – Jeannette Rodriguez, Secondary Programs X11382 OR CTE Course Request – Tiffany Lowrie, Career and Technical Education, X11380 				
For District Office Use Only Date ReceivedRouted to:	\Box Academic \Box Career and Technical	Dual Enrollment	Exceptional Ed	
Approved By		Date		