**2018-19 Special Course Application Package**

**Contents of this Application Package**

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* Special Course Application Worksheet (page 3-5)
* Special Course Standards Template (page 6)
* 2018-19 Special Course Local Approval and Assurances Form (page 7)

**Special Course Application Submission Instructions**

Special course applications must originate from the central office of a school district.

**Step 1:** Review this *2018-19 Special Course Application Package* and the [2018-19 Special Course FAQ document](https://tn.gov/assets/entities/education/attachments/ccte_special_courses_FAQ.pdf).

**Step 2:** Compile the required information in the *Special Course Application Worksheet* (pages 3-6) to request approval of any secondary education course that is not approved by the State Board of Education.

**Step 3:** Each application must be approved by the local board of education and signed and dated by the local board of education chairperson and the director of schools prior to submission to the department. The *2018-19 Special Course Application Local Approval and Assurances* form (included in this package) must be signed and uploaded as part of the complete application.

**Step 4:** Submit the completed application and supporting documentation via this [online form](https://stateoftennessee.formstack.com/forms/2018_19_special_course_application). A complete application submission includes:

* all required fields on the submission form;
* a complete course standards document (uploaded);
* a signed, completed assurances form (uploaded); and
* any additional required documentation (based on type of special course).

**The deadline for submitting special course applications is May 4, 2018, for all 2018-19 special courses.**

For questions about the special course application process, email [Charlotte.Woehler@tn.gov](mailto:Charlotte.Woehler@tn.gov).

**Special Course Approval and Implementation Information**

* A complete special course application must be submitted for each special course that is proposed for a given academic year.
  + Approved special courses are valid for a duration of one, three, or six years, as outlined in the special course approval letter issued by the department.
  + Districts that would like to continue offering approved special courses in subsequent school year(s) following the duration of approval must submit a special course application.
  + Special course applications that can be accommodated through existing SBE-approved courses will not be approved.
  + Special course applications will only be approved for high school courses.
* A copy of the standards to be taught in the special course must be uploaded with the application.
  + A template that includes the required information (course description, standards, and other information) can be found on page 6.
  + The standards should follow the same format as that used for all courses.
  + Reference to any current Tennessee Academic Standard(s) should be included where appropriate.
* Approved special courses are valid only for the school(s), teacher(s), and endorsement(s) listed in the application, unless otherwise specified by the department.
  + Special courses must be taught by fully licensed and properly endorsed instructors. No permits or waivers are allowed.Special courses may not be taught outside the approved area of endorsement.
  + Prior to assigning a teacher to a special course, the district must ensure that all currently offered SBE-approved courses are taught by an appropriately endorsed teacher. If this is not the case, the proposed instructor of a special course should be assigned to teach in areas where their particular endorsement is in demand for an SBE-approved course.
* Occasionally, special courses are approved with conditions or modifications to the items as submitted in the application.
  + In these instances, department staff works with the district to ensure the course standards match the level of rigor and alignment required of all SBE-approved courses.
  + In order to ensure timely review and approval, all requests for revisions/additional information from the department must be fulfilled by the district within 30 days.
  + In many cases, these modifications and/or conditions result in revised special course standards or modifications to the list of approved teacher endorsements. Any approved special courses contingent upon modifications/conditions will have all conditions listed in the approval letter.
* Special courses submitted for career and technical education are strongly recommended to be accompanied by a special program of study application. Failure to do so will result in the special course only being approved as an elective and would not count toward a student’s progression through a program of study and hence would not allow a student to be identified as a concentrator.

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| **DISTRICT AND SCHOOL INFORMATION** | | | | | |
| Special Course Name: | | | | | |
| School District Name: | | | | | School District Number: |
| District Contact Name: | | | | | Email: |
| Contact Title: | | | | | Phone: |
| List the school(s) and state school number(s) where this course will be offered for the 2018-19 school year: | | | | | |
| **COURSE INFORMATION** | | | | | |
| Type of Course  Career and Technical Education  Enrichment  General Education  Special Populations | | | | | |
| When will this special course be offered?  Fall Semester  Spring Semester  Year-long | | | | | |
| Course Delivery Model: Will any portion of this course be delivered online?  No  Yes  Blended | If Online Delivery:  Asynchronous  Synchronous | | Proposed Level of Special Course:  Introduction (Level 1)  Intermediate (Level 2)  Advanced (Level 3)  Capstone (Level 4)  Note: The final determination of the level of the special course will be included in the letter of approval. | | |
| Credit must be awarded in a specific area and cannot be requested simply as “elective credit.” Select the content area for which credit would be awarded upon completion of this special course. | | | | | |
| English Language Arts  Math  Science  Social Studies | | Fine Arts  World Language  Wellness & P.E.  Special Populations | | Career and Technical Education  Specify career cluster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: specify subject(s) included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Special course standards are attached and include all appropriate references to Tennessee Academic Standards**  No Yes | | | | | |

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| **SPECIAL COURSE DESCRIPTION** |
| 1. Upload a copy of the course standards for this course. The standards attachment must include the following information:  * Course description * Course standards * Alignment to Tennessee Academic Standards * Number of credit(s) * Pre-requisite course(s) * Early postsecondary opportunities and/or industry certifications * Teacher requirements   A template containing this information can be found on page 6 of this application package, but districts may submit course standards in any format as long as the information listed above is included. |
| 1. Provide justification for offering this special course (reason for including this course in the school program): |
| 1. Describe how this course was developed: |
| 1. List the names/titles of individuals who developed the course: |
| 1. Provide any other pertinent information about this course: |

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| **CAREER AND TECHNICAL EDUCATION (CTE) COURSES**  *Complete this section if CTE credit will be awarded*. |
| 1. Will this course be included in a CTE Special Program of Study (SPOS) application? Yes  No *If yes, please submit all special course and SPOS applications with supporting documentation simultaneously to allow for a streamlined, concurrent review of all materials.* *Failure to submit an SPOS will result in the special course only being approved as an elective and would not count toward a student’s progression through a program of study and hence would not allow a student to be identified as a concentrator.* |
| 1. Explain how this course fits into a CTE Special Program of Study aligned with postsecondary and local/regional labor market opportunities. |
| 1. Interpret and summarize the need for this course in your community. Attach labor market data to support the need for the proposed course, and cite the source of this data. |
| 1. Are there identified early postsecondary opportunities and/or industry certifications aligned to this course?   *If yes, please list the postsecondary institution and/or the certifying agency.* |
| 1. If this is a CTE course that has been retired for the 2018-19 school year, upload a detailed transition plan which outlines how the district will phase out this course for the 2019-20 school year and what offerings will replace this course (if any). Successful transition plans will include a plan to address staffing, professional development, and/or equipment needs resulting from this transition. |

**Special Course Name**

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| Special Course Information | |
| Content Area/Career Cluster: |  |
| Credit(s): |  |
| Pre-Requisite(s): | Course name(s) and course code(s) |
| Early Postsecondary Opportunities: | If applicable, list postsecondary institution |
| Industry Certifications: | If applicable, list certification name, level/module, and certifying agency |
| Teacher Requirements: | Endorsements, required trainings, etc. |

**Course Description:**

[Add a brief course description which includes the overall goals of the course.]

**Course Standards:**

1. Standard 1 text…
2. Standard 2 text….

**Standards Alignment Notes**

[Explicitly list all instances of alignment to Tennessee Academic Standards or other nationally-recognized sets of academic standards.]

\*References to other standards include:

* Tennessee Academic Standards….

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| **2018-19 SPECIAL COURSE LOCAL APPROVAL AND ASSURANCES**  *Required for all special course applications* | |
| Special Course Name: | |
| School District: | |
| We verify that the information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board of Education approved courses taught by appropriately endorsed teachers. | |
| Date of Approval by Local Board of Education: | |
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| Chairperson’s Signature | Date |
| Director of Schools’ Signature | Date |