

Special Course and Special Program of Study (SPOS) Application Guidance Document

Application Overview

The application for special courses and special programs of study will be available through Microsoft Forms for the 2021-2022 school year. The application requires uploading materials (e.g., signed assurances, course standards, etc.). To complete the application, district personnel will be asked to login with their TDOE Orion Single Sign On (SSO) username and ID. If assistance is needed for a SSO login and/or password, please contact TDOE DT Support at dtsupport@tn.gov.

Special Course

Special course applications are required for all high school elective courses intended to meet the unique needs of a school or district that cannot be met using the courses and standards included in the [Approved High School Courses Policy](#) and listed in the [online course catalog](#).

Special Program of Study (SPOS)

Special Programs of Study (SPOS) are designed by a district to meet a specific regional or local labor need by providing a relevant framework of industry aligned, rigorous courses that progress a student in knowledge and skills year after year. Each SPOS has four sequenced courses that reflect and support the three-credit elective focus requirement for graduation. Level 1 courses are encouraged to be taken by students in ninth grade. Special Programs of Study (a) include at least one special course; or (b) progress students through statewide course differently than any state approved program of study, available in the [2021-22 Programs of Study Matrix](#). To accurately report CTE Perkins V concentrator data, CTE courses must be included in an approved program of study. Therefore, all CTE special course applications will result in a SPOS for Perkins V concentrator accountability measures.

Key Application Information and Documentation

Below are key items and documents that will be requested as part of the special course and special program of study application. To have a smooth application submission, please ensure you have the following available electronically.

Content Area: CTE

- CTE Director name and email address
- Special Program of Study (SPOS) Name
- SPOS Career Cluster (primary career cluster if the SPOS could connect to multiple)
- Rationale for proposing the SPOS
- Labor Market data to support SPOS implementation
- EPSOs available in SPOS **Note:** If requesting additional Dual Enrollment codes, all opportunities for a student to earn Dual Enrollment in one school year will be requested.
- Aligned Postsecondary Pathways
- Description of SPOS development (process and names/titles of those involved in development)
- 4-course sequence for SPOS. **Note:** This could include current approved statewide courses, approved, active special course codes, and/or requests for a new special course code.
- Current, active course codes, as needed.

Content Area: All

- Email address of all parties to be contacted regarding the application
- District Number
- Names of school(s) that will be offering the special course and/or special program of study
- Signed Assurance signature sheet(s)
- Date of local board of education approval. **Note:** Approval from local board of education must be received before the application deadline of March 1, 2021.
- Course level (Level 1 – Introduction; Level 2 – Intermediate; Level 3 – Advanced; Level 4 – Capstone)
- Course name(s)
- Course description
- Required Teacher Endorsement Codes
- Course credit
- Pre-requisite course(s)
- When the course will be offered (trimester schedule, semester schedule, year-long schedule)
- Course delivery method (classroom and/or online, if online - synchronous/asynchronous/combo)
- Rationale for offering the special course
- Description of special course development (process and names/titles of those involved in development)
- Course Standards (in separate file to be uploaded)

Timeline

Dec. 15, 2020: Special Course and Special Programs of Study Application window opens

March 1, 2021: Special Course and Special Program of Study Application deadline

March-May 2021: Application review

May 2021: Provide TDOE approved special courses to the State Board of Education for their approval

June 30, 2021: Special course codes available in online course catalog for 2021-22 school year.