



## PRINCIPAL CERTIFICATION REQUEST or ELECTIVE PROPOSAL FORM

**Advising Teacher: Place this form in “Principal Certification/Elective Course Proposals” shared drive in the “Ready for review” folder by due date. Upload syllabus or any course documents to this shared drive and label with course name and student’s last name.**

### SECTION A: STUDENT & COURSE INFORMATION (This section is completed by Advising Teacher)

Student’s Name:	Student’s Grade:
Advising Teacher:	Date:
Course Title:	Subject:
<input type="checkbox"/> Semester Course <input type="checkbox"/> Year Long Course	Credits per semester: Approx. hours this course will take to complete:
What approval are you requesting? <input type="checkbox"/> <b>A-G Principal Certification</b> (Does this course meet A-G rigor/standards?) <input type="checkbox"/> <b>Elective Course Proposal</b> (Non “a-g” course) (Does this course meet H.S. rigor/standards?)	
What is the grading preference for this course? <b>Note: For “a-g” Principal Certification, the course must be a letter grade course.</b> <input type="checkbox"/> <b>Pass/Fail</b> <input type="checkbox"/> <b>Letter Grade</b> (this option requires a syllabus/list of assignments, graded work should be provided at each PLP meeting as well as semester grades (gradebook) turned in by end of semester due date)	
<input type="checkbox"/> For “a-g” approved courses only- <b>CA State Standards alignment</b> is attached to this document.	

**Please attach course syllabus to this form and/or complete the following information:**

### SECTION B: COURSE INSTRUCTOR (This section is completed by parents)

**SEE COURSE SYLLABUS**

Instructor’s Name:	Credential/Expertise:
Contact Email:	School/Program Name:

### SECTION C: COURSE CURRICULUM (This section is completed by parents)

**SEE COURSE SYLLABUS**

Please list the curriculum that will be used in this course. Include websites and links that provide this information.
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**SECTION D: COURSE SCOPE & SEQUENCE (This section is completed by parents)**

SEE COURSE SYLLABUS

**Scope and sequence** is a term that describes the ideas and concepts that will be covered in a book or course within a curriculum. This usually comes in list format, with all topics listed in the order that they appear in the book or course (For Elective Course Proposal you may include **objectives** here).

**SECTION E: STUDENT ASSIGNMENT/PROJECT DESCRIPTIONS (This section is completed by parents)**

SEE COURSE SYLLABUS

Please describe 2-3 assignments and/or projects that show depth and breadth of class topics. The purpose of this section is to see a deeper level of critical thinking opportunities for students in this class.

**SECTION F: ASSESSING MASTERY (This section is completed by parents)**

SEE COURSE SYLLABUS

Check all that apply. In what ways will the student show course/content mastery in this course.

- Chapter/Unit tests
- Quizzes
- Culminating Project(s)
- Presentation(s)
- Essays/Writing Assignments
- Other:

**SECTION G: PARENT ACKNOWLEDGEMENT (This section is completed by parents)**

Please read carefully the information below and sign at the bottom of this section to acknowledge you have read and understand this information.

- If the course is approved, upon completion of course, the course will be listed on the student's official transcript, along with credits granted and letter grades earned (if applicable).
  - If the course was approved as an "a-g" course, that notation will be included in the transcript.
- If the course is approved as a "letter grade course, credits and grade will only be awarded if student work is provided with grades according to the Advising Teacher's requirements.

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**Parent's Signature**

**Date**

**Note: Parent's signature is collected after approval of course.**

**SECTION H: TEACHER/INSTRUCTOR REVIEW & RECOMMENDATIONS**

To be completed by qualified personnel that reviewed this course (**Only if course is being reviewed for Principal Certification** does it need a credentialed subject specific reviewer, otherwise, Advising Teacher can complete this section - for Elective Course Proposals (non “a-g”).

Reviewer’s Name:	Title:
Recommendation:	

**SECTION I: ADMIN. REVIEW & APPROVAL OR RECOMMENDATION (To be completed by Principal)**

- This course has been granted **“A-G” Principal Certification** as long as pacing and student work presented on this form (or attached course syllabus) is followed by the student.
- This course **does not** meet the criteria for Principal Certification. See recommendation notes.
- This course has been **approved as a “letter grade” elective** high school course (non “a-g” course).
- This course has been **approved as a “pass/fail” elective** high school course (non “a-g” course).
- This course **does not** meet the minimum Elective Course requirements. See recommendation notes.

**Principal’s Signature**

**Date**

- If approved, the form is placed in “Principal Certification/Elective Course Proposals” shared drive in “Approved Folder” and in the appropriate subject folder. Principal will notify Advising Teacher and Registrar via email.
- Advising Teacher prints form, collects parent signature and
  - gives Registrar a signed copy
  - keeps a copy in student’s Yellow file
  - gives Parents a signed copy