

San Diego City Schools
Standards, Assessment, and Accountability

CHARTER SCHOOL COURSE REQUEST

The “Charter School Course Request” form should be used by all charter schools using the district’s student information system (Aeries, Zangle) for master scheduling and reporting. This form is to be used to request to 1) add a new course, 2) change information about a course already approved for your site (e.g., course title, course category, credit value), or 3) delete a course in the 4100 Uniform Course File (UCF). Use a separate form for each course request.

Charter schools may use approved districtwide course numbers in the UCF if they are teaching the course as approved by the San Diego City Schools Board of Education. If the charter is offering a course under a different instructional plan, or if the course requires different attributes, the charter must complete and submit a “Charter School Course Request” form. The *Course of Study: K-12* can be viewed on the Standards, Assessment, and Accountability website at: <http://prod031.sandi.net/saa/>.

Directions for completing the “Charter School Course Request” form:

- Complete all sections on the Charter School Course Request form.
- Obtain the charter school principal/administrator signature and send to the Office of School Choice, Eugene Brucker Education Center, Room 2111.
- If request is approved, the Office of School Choice will submit completed form with required signatures to Standards, Assessment, and Accountability, Eugene Brucker Education Center, Room 3150.
- If request is denied, the Office of School Choice will return the request form to the charter school principal/administrator with explanation.
- After request is completed, Standards, Assessment, and Accountability will contact the requestor with information (e.g., new course number).

Please contact Stacy Rogers in the Standards, Assessment, and Accountability Division at (619) 725-7117 or srogers1@sandi.net if you have any questions.