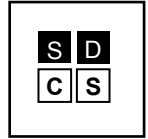


SAN DIEGO CITY SCHOOLS  
OFFICE OF INSTRUCTIONAL SUPPORT  
STANDARDS, ASSESSMENT, AND ACCOUNTABILITY



**CHARTER SCHOOL COURSE REQUEST FORM**

**Charter School Instructions:** Use this form to add a new course or change information about a course already approved for your site in the Uniform Course File. **(This form is for charter school use only. District schools are to follow procedures outlined in Administrative Procedures 4060 and 4100.)** Use a separate form for each course title. Changes are required if the attributes of a course change (e.g., course title, course category, credit value, graduation requirement). Note: Changes in attributes may result in assignment of a new course number. **Complete as required, obtain required signatures, and submit to: Standards, Assessment, and Accountability, Eugene Brucker Education Center, Room 3150.**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Contact Person/Telephone Number**

**1. Action Requested.** (Check one.)

- Create a new course.
- Change a course attribute(s). Complete Items 1–12 as necessary (indicate all course attributes to be changed).
- Delete a course. Complete Items 1–2 only. State reason for termination below.

**State reason for request.**

\_\_\_\_\_  
\_\_\_\_\_

**2. A. Current Course Title(s), if applicable:**

**Current Uniform Course File Number(s), if applicable:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Course Number Modifiers (check all that apply):**

- (e.g., 1571L-ELD English 4; 1571C-English 4 Cluster)
- B (Bilingual)
  - L (Sheltered)
  - C (Cluster)
  - S (Seminar)
  - G (Collaborative)
  - E (Spanish Immersion)
  - F (French Immersion)
  - Q (9-week)
  - X (6-week)
  - Z (12-week)

- 3. Subject area (check one):**
- Visual Arts
  - Business Ed
  - Home Econ&Careers Tech
  - Theatre Arts
  - English Language Arts
  - World Lang
  - Health and Safety
  - Health Careers
  - Industrial Technology Ed
  - Mathematics
  - Computer Ed
  - Military Science
  - Humanities
  - Performing Arts-Music
  - Physical Education
  - Science
  - Social Studies
  - Special Education
  - Career
  - Guidance
  - Library Media
  - ROP
  - Other \_\_\_\_\_

4. \_\_\_\_\_  
**Effective date (school year/semester)**

Is this course now, or has it ever been, in the  
Uniform Course File?    [Y]    [N]

**5. District Course Title(s) for Uniform Course File.** Use a separate line for each proposed title as it should appear on a Cumulative Student Record (CSR), e.g., English 1, English 2, English 1 Bilingual, English 1 Seminar (P), English 1 Cluster (P), Spanish AP, etc.

Course No.	Long title (30 characters maximum, including spaces)

Course No.	Abbreviated Title (15 characters maximum, including spaces)

