



# MEMO

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DATE: August 22, 2011  
TO: School Administrators, Teachers and/or Counselors  
FROM: Tammy Harrell,  
SUBJECT: High School Course Approval for Grades 5-8

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The following enclosures/attachments and identified information is required from schools wishing to teach high school courses (those designated for instruction in grades 9 – 12) for credit at the middle school level (grades 5 – 8). These courses include, but are not limited to, Algebra I, Geometry, and Foreign Language I or II.

The required information includes:

1. Completed **Course Approval Request Form for Grades 5 – 8** (enclosed/attached). All requested information must be provided.
2. A school-created attachment containing:
  - a. A description of the target student population for which the course is intended **and** a statement of any prerequisites for students enrolling in this course, and
  - b. An identified list of appropriate follow-up curriculum (courses) in place for students adopting an accelerated schedule.
3. A signed statement of assurance (enclosed/attached) from the school district superintendent, which certifies that the middle level school seeking high school course approval will utilize the identical course content taught at the high school level and will align with the latest approved content standards and curriculum frameworks developed by the Arkansas State Board of Education;

Additionally, each school seeking approval **must** insure that students enrolled in this course participate in appropriate (end-of-course and/or grade level) state assessments and that students are well prepared to demonstrate proficiency on these assessments.

Once reviewed, course approval requests will receive either approval or disapproval status. School districts will be notified in writing of the status of this course approval request. Failure to adhere to the specific requirements or to provide the required information will justify disapproval status.

**Requests for assistance and submission requests should be directed to:**

Tammy Harrell, Public School Program Coordinator  
Arkansas Department of Education  
Curriculum and Instruction  
Four Capitol Mall, Room 301-B  
Little Rock, AR 72201  
Phone: (501) 682-6454  
[tammy.harrell@arkansas.gov](mailto:tammy.harrell@arkansas.gov)

# COURSE APPROVAL REQUEST FORM for GRADES 5-8

## (HIGH SCHOOL COURSE APPROVAL FOR GRADES 5-8)

Please complete the following information.

District: \_\_\_\_\_

School: \_\_\_\_\_ LEA# \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Length of course: \_\_\_\_\_  
(One semester, two semesters, or two-year course)

Amount of Credit: \_\_\_\_\_ Area of Credit: \_\_\_\_\_

***The following summer contact information (teacher, administrator or counselor) is required if the approval request is submitted after May 1<sup>st</sup> of the school year before you intend to teach the course.***

***Summer Contact Name:*** \_\_\_\_\_

***Phone (home or cell):*** \_\_\_\_\_ ***Email:*** \_\_\_\_\_

### **COURSE APPROVAL REQUIREMENTS**

#### **Teacher Background Information**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Area(s) of Licensure:  
\_\_\_\_\_

Grade Level(s) of Licensure:  
\_\_\_\_\_

**STATEMENT OF ASSURANCE**

**HIGH SCHOOL COURSE APPROVAL FOR GRADES 5-8**

I, \_\_\_\_\_, Superintendent of the

\_\_\_\_\_ School District, do hereby certify by my signature below and by this written Statement of Assurance that the content of each high school credited course taught in grades five through eight, as required by the Arkansas Standards for Accreditation of Arkansas Public Schools regardless of grade level, is identical to the course taught at the high school level and is aligned to the latest approved content standards and curriculum frameworks developed by the Arkansas State Board of Education. This Statement of Assurance is given in compliance with Ark. Code Ann. § 6-15-1505.

\_\_\_\_\_  
Superintendent 's Signature

\_\_\_\_\_  
Date