



[Board Policy 2210](#)

[Administrative Guidelines 2210A](#)

1. A need for a curriculum change, based on data, research and/or the school improvement plan is noted by a teacher or an administrator
2. The curriculum change is reviewed by the appropriate administrator, department, grade level, or curriculum committee.
3. The District Curriculum Adoption Form is completed to document the curriculum change request. The completed form is sent to the requestor and the appropriate administrator. If applicable, a copy of the form is sent to the School Improvement Team.
4. The curriculum change request is recommended at the appropriate level and process - either at a building level by the building administrator and/or School Improvement Team, or at a District level by the appropriate curriculum review committee (ie Human Reproductive Health Advisory Committee, Instructional Liaisons in the Curriculum Review Cycle process, etc.)
5. The curriculum change request is recommended by the District Curriculum Council / District Improvement Team.
6. The curriculum change request is recommended by the Instruction, Improvement, and Innovation (i3) Board Subcommittee.
7. The curriculum change request is approved by the Board of Education.¹

¹ Certain curriculum changes may be required by law or Board policy to undergo additional procedures prior to Board approval.