

PROCESS FOR THE DEVELOPMENT OF  
THE HIGH SCHOOL PROGRAM OF STUDIES

<b>RESPONSIBLE PERSONS</b>	<b>WORKFLOW</b>	<b>COMMENT</b>
Principals	1. Principals will meet with the Assistant Superintendent for instruction to review and finalize recommended changes.  2. All changes are to be submitted in the <u>exact</u> format used in the Program of Studies booklet. List only one recommendation per sheet of paper.	Prior to this meeting, principals will: (1) have scheduled departmental reviews of offerings within and between schools; (2) have had various recommendations considered by the appropriate system-wide curriculum committees; and (3) have had guidance directors review change for course numbering, correct credits, prerequisites, etc.
Maloney/Platt Art Departments	Design for the cover of the Program of Studies booklet submitted.	
Assistant Superintendent	New Program offerings to be presented to the Board of Education.	
Guidance Directors	Guidance directors to proofread master copy and identify errors (if any) prior to submission to printer.	
Printing Firm	The Program of Studies is to be printed by a professional printing firm.	
School Administration	Administrative and guidance staffs proceed with the student course selection process. Emphasis is to be given to the active involvement of departments in the recruitment of students for the departmental offerings.	
Guidance Directors Data Processing	All key-punching to be completed with regard to student course selections so that a tally can be run by data processing.	