

DISTRICT CURRICULUM WRITING AND REVISION (CUR-F019)

DATE: _____

SUBJECT AREA _____ GRADE LEVEL OR COURSE _____

Facilitator: _____

Team Members: _____

AGENDA AND PROCESS

1. Review existing state curriculum standards, state assessment blueprints, units of study, district frameworks, district calendar, and pacing guides.

✓	Action	Notes
	Maintain a system to review, address, and store feedback from teachers (CCT)	
	Review concerns and suggestions submitted by teachers (TM)	
	Determine priorities and divide responsibilities as needed (CCT/TM)	

2. Produce new curriculum or revise existing curriculum.

✓	Action	Notes
	Provide template and/or format (CCT)	
	Determine units of study and align standards (CCT/TM)	
	Delineate essential content, strategies, and/or resources per unit (CCT/TM)	
	Integrate necessary instructional pacing into district and school calendars. (Benchmarks, Universal Screening) (CCT/TM)	
	Determine pacing of units (CCT/TM)	
	Submit draft curriculum (TM)	

3. Finalize assembly and access.

✓	Action	Notes
	Assemble final version of curriculum scope and sequence and notify teachers of access (CCT)	
	Load curriculum components into website and open to teacher access (CCT)	
	Other	

* CCT – Curriculum Consulting Teacher

* TM – Team Member