PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

107-AR-1. PROPOSAL FORM FOR PLANNED INSTRUCTION

Proposal Writer(s)	Date Submitted
District Building	Current Assignment
Title of Added/Changed Planned Instruction	
Reason for Adding/Revising Planned Instruction	
Approval/Disapproval of Review Committee	Date
Superintendent's Approval/Disapproval	Date
Comments/Recommendations:	
Doord Annuaval/Disconness-1	Data
Board Approval/Disapproval Board President's Signature	Date

$107\text{-}AR\text{-}1.\,$ PROPOSAL FORM FOR PLANNED INSTRUCTION - Pg. 2

1.	Identify the need or issue relative to educational objectives and academic standards and demonstrate that addition or revision of this instruction is important to fill this need or resolve this issue.
2.	List the educational objectives and academic standards that will be addressed.
3.	Summarize the proposed planned instruction and list the range of content to be added or revised.
4.	What length of time will be used to teach this planned instruction? List the units of instruction.

$107\text{-}AR\text{-}1.\,$ PROPOSAL FORM FOR PLANNED INSTRUCTION - Pg. 3

5.	What grade levels/groups of students will be directly impacted by the proposed instruction?
6.	What prerequisite knowledge/skills will affected students be required to have?
7.	What impact will addition or revision of this instruction have on other planned instruction?
8.	What scheduling accommodations will be needed for this proposed instruction?

$107\text{-}AR\text{-}1.\,$ PROPOSAL FORM FOR PLANNED INSTRUCTION - Pg. 4

9.	What changes in personnel, if any, will result?
10.	List the resources and estimated costs relative to this addition or revision, including textbooks, resources, equipment.
11.	State the assessment and evaluation methods that will be used to monitor and measure the proposed instruction's effectiveness and impact on student achievement.
12.	List developmental history and data relative to the proposed instruction.