

ILT recommendation:

- This is a CIC issue
- This is not a CIC issue
- This is incomplete and requires more information to process

CIC recommendation:

- Accept the proposal as written
- Accept the proposal with modifications
- Reject the proposal
- Refer the original proposal to _____

CIC Form # 1A

**Portage Public Schools
CURRICULUM INSTRUCTION COUNCIL
General Proposal**

Date _____

Submit completed proposal to Curriculum and Instruction Office

Proposer(s) _____

Phone _____

Address or School _____

Topic of Curricular/Instructional Concern _____

Curricular Area [include grade level(s) and/or course titles] _____

- Briefly describe the proposal:

- Give the rationale for the proposal, including the possible ramifications for current curriculum or instruction:

- Does this proposal have the potential to affect another level or department? YES NO
- If yes, please explain. Please communicate that potential impact with the grade group leader or department leader from that level/department and attach a verification of that communication (an e-mail, for example).

- Identify staffing or professional development needs of the proposal:

- Itemize the cost of your proposal, including (1) instructional materials, (2) equipment, and (3) technology requirements:

- State facility requirements of the proposal:

- Did you discuss this proposal with your building principal? YES NO
- Does the appropriate PreK-12 Team or Grade Group/Dept. support this proposal? YES NO

Proposer's Signature

Team Leader's Signature