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Description automatically generated**

Course Code Request Form  
INSTRUCTION SHEET

Requestors:

1. Please download the Course Code Request Form to activate the fillable areas.
2. Complete the designated areas as indicated on the Form.  
   For example: District Requestor Only, MDE Requestor Only.
3. Save your completed form.
4. Submit (as an attachment) for processing via email to [MScoursecodes@mdek12.org](mailto:MScoursecodes@mdek12.org) with the subject line: CC Request Form SY24-25.  
   **Note: No scanned or faxed forms will be accepted**.
5. Requests for SY 2024-2025 are due by October 1, 2023.

Note: Any request for the current school year (2023-2024) will require

escalation; therefore, please submit ASAP and note this in the subject line (i.e.,

CC Request Form SY23-24).

****Course Code Request Form

Please send completed to: [MScoursecode@mdek12.org](mailto:MScoursecode@mdek12.org)

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| **SUBMISSION FROM DISTRICT (Completed by District Requestor ONLY)** | | | | |
| District/School Name |  | | | |
| District Code |  | | | |
| Email |  | Phone |  | |
| Requestor Name |  | | | |
| Date Submitted |  | Change for School Year: | |  |

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| --- | --- | --- | --- | --- |
| **SUBMISSION FROM MDE (Completed by MDE Requestor ONLY)** | | | | |
| MDE Program Office |  | | | |
| Email |  | Phone |  | |
| Requestor Name |  | | | |
| Date Submitted |  | Change for School Year: | |  |

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| **COURSE CODE INFORMATION (Completed by Requestor)** | | | | | | | | | | | | | | | |
| Add New Code | | | | | | | Deactivate Existing Code | | | | | | | Modify Existing Code | |
| Course Title: | | | | | | | | | | | | Course Code #:       (Skip if New Course Code) | | | |
| Course Align with MS CCR Standards? Yes No Standards Document Year | | | | | | | | | | | | | | | |
| Grade Level | SPED Pre-K  Pre-K  SPED K   K | | | | SPED E  1  2  3 | | | | 4  5  6  7 | | | | 8  SPED S  9  10 | | 11  12  ALL |
| Course Duration:  Semester  Year  Both | | | | | | | | | | | | | | | |
| Site:  Regular School  Career & Technical  Alternative School  District Office | | | | | | | | | | | | | | | |
| Teaching Course:  Yes  No | | | | | | | | Carnegie Units:  0  .25  .5  1  1.5  2  2.5 | | | | | | | |
| Class Duration | | | Minimum minutes taught per class | | | | | | | | Maximum minutes taught per class | | | | |
| Students | | | Minimum students taught per class | | | | | | | | Maximum students taught per class | | | | |
| **CTE ONLY** | | CTE Course | | Yes  No | | | | | | CIP Code | |  | | | |
| Year Indicator | | | | Not applied  First year  Second Year | | | | | | | | | |

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| **REQUEST RATIONALE: (Completed by Requestor)** |
| Please provide justification for offering this course(s) including curriculum. (Attach extra sheets if the field is not large enough for your rationale.) |

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| **MEMO FIELD: (Completed by Requestor)  Comment Prints Under Course Title – i.e., Prerequisite Visual Arts, etc.** |
| (Attach extra sheets if the field is not large enough for your rationale.) |

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| **MDE Office Use Only** | | | | | |
| IHL Course:  Yes  No | | | Core Subject:  Yes  No | | Special State Schools:  Yes  No |
| Certificate Required:  Yes  No  Any Certificate (MDE approved or issued License) | | | | | |
| Endorsement Required:  Yes  No  IF yes, list Specific Endorsements for any Certificate?       (Example: 181, 182, or 181 & 185) | | | | | |
| Funding Code: | No Specific Funds (0)  Title I (1)  CTE (2)  Title III (3)  Title II (4)  SPED (5)  Gifted (6)  Title IV (7)  ESSER (8)  Other (9) | | | | |
| MAEP Selectable:  Yes  No | | | | Advanced Placement Indicator:  Yes  No | |
| SAR Code (Staff Type) | | Choose an item. | | | |
| Instructional Personnel Category Code | | Choose an item. | | | |
| Course Code Category | | Choose an item. | | | |
| Common Core of Data Code | | Choose an item. | | | |

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| **MDE Office Use Only**  **Please do not digitally sign (this will lock document); only insert signature image** | | | | | | | | |
| **CONTENT SPECIALIST** Division: | | Date | | Approved  with edits | | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| **ELEMENTARY EDUCATION** | | Date | | Approved  with edits | | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| **SECONDARY EDUCATION** | | Date | | Approved  with edits | | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| **ACCREDITATION** | | | Date | | Approved  with edits | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| **LICENSURE** | | | Date | | Approved  with edits | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| **CHIEF ACADEMIC OFFICER** \**only if requesting current SY* | | | Date | | Approved  with edits | Approved | | Denied |
| Denial Reason/ Edits Required: | | | | | | | | |
| Signature | | | | | | | | |
| OTSS ONLY | Entered by (Name): | | | | | | Date: | |