

Please submit one signed, hard copy of all forms and attachments, as well email as the electronic version, to:

Trinity Colson, Course Code Directory Manager  
Office of Articulation  
Florida Department of Education  
325 West Gaines Street, Suite 1401  
Tallahassee, Florida 32399-0400  
Phone: (850) 245-9543  
Email: [trinity.colson@fldoe.org](mailto:trinity.colson@fldoe.org)

# Course Code Directory

## Request to Add a New Course

**DATE:**

**SCHOOL DISTRICT:**

**CONTACT NAME/TITLE:**

**CONTACT PHONE:**

**CONTACT MAILING ADDRESS:**

**CONTACT EMAIL ADDRESS:**

**COURSE TITLE:**

**SUBJECT AREA:**

**SUBJECT AREA CATEGORY:**

**GRADE LEVEL:**

**COURSE LEVEL:**

**CREDIT:**

**WILL MEET HIGH SCHOOL SUBJECT AREA  
GRADUATION REQUIREMENT FOR:**

- Middle/Junior 6-8     9-12/Adult  
 Other \_\_\_\_\_

- Level 1  
 Level 2  
 Level 3

- 0.5  
 1.0  
 Multiple

**RECOMMENDED CERTIFICATION(S):**

**COURSE DESCRIPTION:** (Please attach a course description for the recommended course that identifies the Major Concepts/Content, Special Notes, and the Course Requirements aligned with the appropriate state standards.)  
  
See example at: <http://www.cpalms.org/Courses/PublicPreviewCourse1723.aspx>

**SCHOOL BOARD APPROVAL:** (Please attach documentation of your School Board approval of this recommended course.)

**PLEASE DESCRIBE THE NEED FOR THE NEW COURSE, INCLUDING THE REASON WHY AN EXISTING COURSE WILL NOT SERVE THE NEED. Requests could be supported with data indicating the need for the course. Other considerations should include existing courses that might duplicate content or credits.**

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date