



GERMANTOWN CENTRAL SCHOOL DISTRICT

123 Main Street, Germantown, NY 12526-5338

Curriculum Writing Request Form

Teachers may apply for up to ten hours of curriculum writing time.

Please answer the following questions.

1. Name:
2. Position:
3. Course:
4. Curriculum writing team members, if any:
5. Years in the district:
6. Are you developing a new course or modifying an existing course curriculum?
7. How many years of experience in writing curriculum do you have?
8. Attach a digital sample of your current curriculum.
9. Do you need coaching to support this process?
10. Hours requested:
11. To be completed either 6/24-6/30, or 7/1-8/31*. Dates requested:
12. Curriculum pay is at a rate of \$33 per hour. Total amount requested:

Requirements:

1. Complete the template provided by your building principal.

Process:

1. Submit completed request by 6/20/23.
2. Obtain approval from your building principal.
 - a. All responses will be delivered by 6/23/23.
3. Complete curriculum writing.
4. Submit completed curriculum template.
5. Complete curriculum is approved OR edits are suggested by the building principal.
6. Once the curriculum is approved, a pay claim form should be submitted.

***There are two available curriculum budgets. If people will be willing to complete their work during the earlier time, we can approve more requests.**