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**CURRICULUM**  
**REVIEW AND REVISION OF COURSE CATALOG (CUR-P004)**  
SAINT LOUIS PUBLIC SCHOOLS

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**1.0 SCOPE:**

- 1.1 This procedure discusses the process that is used for review and revision of Course Catalog for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Curriculum & Instruction Data Specialist
- 2.2 Curriculum & Instruction Supervisors
- 2.3 SLPS Division Heads

**3.0 APPROVAL AUTHORITY:**

- |  |                    |               |
|--|--------------------|---------------|
|  | _____<br>Signature | _____<br>Date |
| 3.1 Executive Director of Curriculum & Instruction |                    |               |

**4.0 DEFINITIONS:**

- 4.1 SLPS – St. Louis Public Schools
- 4.2 K-12 Course Catalog – Listing of All Course Offerings
- 4.3 SIS – School Information System

**5.0 PROCEDURE:**

- 5.1 Requests for Revisions Sent to Curriculum & Instruction Supervisors and SLPS Division Heads
- 5.2 Revisions Received from Curriculum & Instruction Supervisors and SLPS Division Heads
- 5.3 K-12 Course Catalog Updated with Revisions Received
- 5.4 SIS Office Notified of Course Additions/Deactivations
- 5.5 Updated K-12 Course Catalog Uploaded to Curriculum & Instruction Website
- 5.6 Updated K-12 Course Catalog Printed and Distributed to Sites

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Master K-12 Course Catalog

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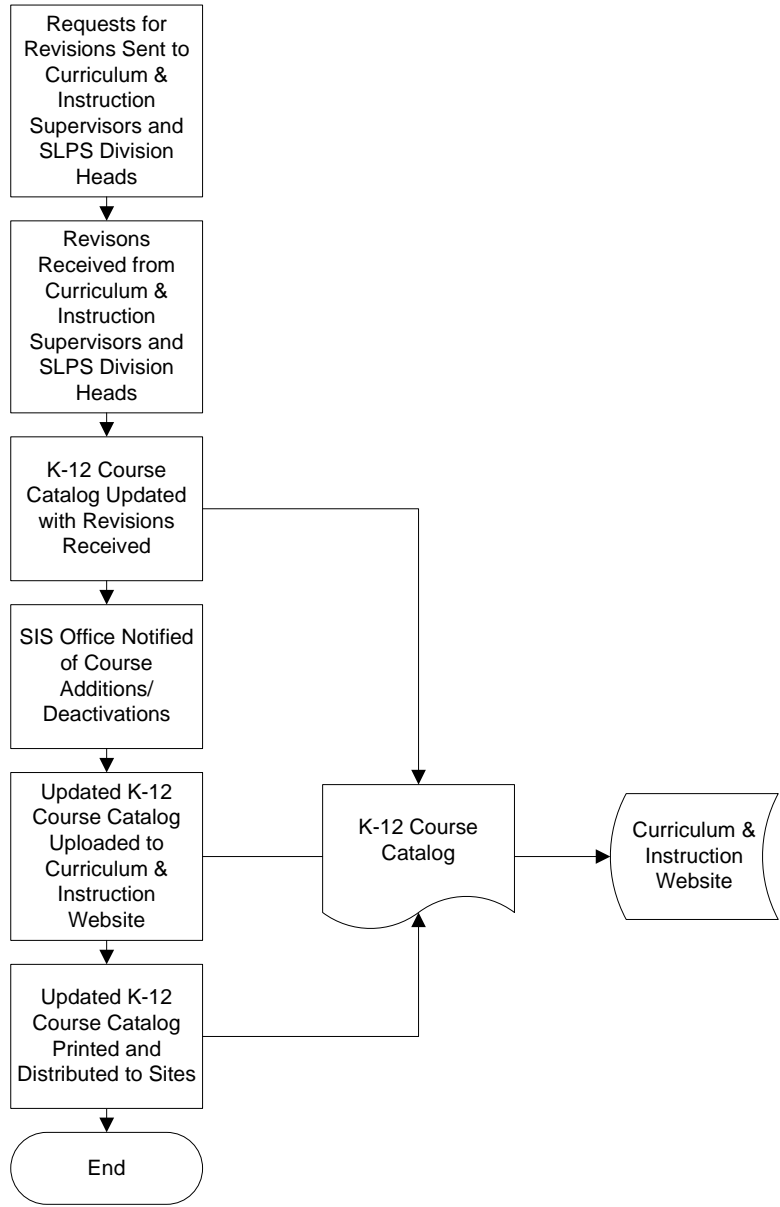
**7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u>  | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u>                                       |
|-----------------------|---|------------------|--------------------|---|
| K-12 Course Catalog   | Computer Hard Drive<br><br>Curriculum & Instruction Website | Various          | Discard as Desired | Password Protected Computer<br><br>Firewall to Intranet |

**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 04/02/08     |             | Initial Release                 |

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|---|----------|--|
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**\*\*\* End of Procedure \*\*\***