

Process Timeline & Checklist

Step	Responsible Party	Suggested Timeframe	Action	Complete
Preparing	Instructional Leader (Head of school/ Headmaster, Director of Curriculum, AP of Curriculum, etc.)	Early spring	Collect initial feedback from teachers & administrators.	
		Late spring – early summer	Review current curriculum documentation.	
		Summer	Collect additional information for the review.	
Working	Committee	August	Hold the initial meeting with review committee.	
		September	Research and identify curriculum options.	
		November – December	Assess the identified curricular options.	
Deciding	Committee	January	Make a formal committee recommendation.	
	Instructional Leader & Team (whoever is the final decision maker for adoption)	January – February	Make final administrative decision on adoption.	
Implementing	Principal or Instructional Leader	February	Order resources & materials.	
	Instructional Leader & Team (Head of School/ Headmaster, Director of Curriculum, AP of Curriculum, etc.)	February – March	Provide orientation and training to teachers.	
		March – August and Beyond	Check in throughout the first year.	