

REQUEST TO CONDUCT PILOT PROJECT

School: _____ Date: _____

Title of Program or Materials: _____

Length of Pilot (*year, semester, quarter, or number of weeks*): _____

Target student population: _____

Rationale for initiating pilot, e.g., student assessment data, external or internal audit findings, district or building initiative, etc. If materials for this curricular area have been adopted district-wide, explain why you feel it is necessary to pilot additional materials.

Project Goals (*including alignment with district standards and assessments where appropriate*):

Activities, timelines, and responsibilities:

Budget requirements: (*include how much and for what*)

- _____ Initial costs
- _____ Ongoing costs (list school and district costs [if any] separately. Include consideration of the cost of any necessary technical support.)
- _____ Source of funds for initial and ongoing costs

Description of materials:

Staff development materials:

Assessment: Explain how you will document evidence of positive impact on student learning. If there is additional data from other settings to support the effectiveness of the materials/program, attach copies. Will student and parent attitudes be assessed?

Signature(s)/Date

Principal/Date

Executive Director of Learning Approval/Date

Submit a copy of this form and any supporting information to the Executive Director of Elementary or Secondary Learning for approval before initiating the pilot.