Dear Principals,

In order to prepare for the upcoming 2014-15 school year our Network will be conducting a ***Curriculum Inventory*** for all of our schools. In order to best support our schools we want to see what curriculum documents our schools are providing to support instruction in the four core content areas (*math, English, social studies, and science*). This way we can determine the needs of our schools so we can provide targeted professional development as well providing content-specific feedback for your documents.

Therefore, we are asking you to provide the following curriculum documents for your four core content areas:

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| **Curriculum Documents** | **Description** | **Comment** |
| **1. Scope & sequence** | Outline of Main Topics with key content and skills in specific time frames | Can be taken directly from city or state websites, or third parties such as *EngageNY*. Or can be modified versions of city/state documents or school created. |
| **2. Curriculum Map** | Shows alignment of course outcomes and teaching practices with the Learning Standards (State/CCLS) | Network has a sample template which includes: *Time Period, Standards, EQs, Content, Skills, Labs, Assessments, and Resources* |
| **3. Unit Maps\*** | Standards-based units of study identify the desired results in terms of student learning, acceptable evidence of learning, demonstrate the design of purposeful lesson sequence, lesson best practices/strategies, student engagement, differentiation, and rigor. | Network has a sample template which includes: *Topic/Unit, Theme, EUs, EQs, Standards, Assessments, Performance Task, Cross-Disciplinary Connections, and the Instructional Pathway* |

Please note, that we want you to **collect ALL curriculum documents** your school uses regardless of whether or not they have been incorporated into Unit Maps or other stated documents.

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| **Unit MAPS\* Should Include:** | |
| **a. Performance Tasks with a Rubric** | There should be at least ONE performance task with a RUBRIC for each UNIT as per the *2013-14 CIE* in ALL content areas. |
| **b. Assessments** | There should be*: Unit, Mid-Term, Final, and Performance Series* Assessments. In addition: sample assessments for Formative Assessment can also be included. |
| **c. Instructional Pathway (AIMs, Standards, Content/Skills, Strategies/Best Practices)** | If your school has not fleshed out an Instructional Pathway for each unit you have a “*Calendar of AIMS*”, a “*pacing guide*” or a *course syllabus* for the entire course. |
| **d. Informational texts** | Are included in the *Instructional Pathway* for specific lessons. If you have not fleshed out the *Instructional Pathway* you may have a list of texts for your courses. |
| **e. Labs (Sciences)** | Are included in the Instructional Pathway as lessons. If you have not fleshed out the Instructional Pathway you may have a “*Lab Calendar*” for the School Year or each term. |
| **f. Student Work Samples** | Any existing course should have student work samples for: cooperative learning activities, assessments, and performance tasks. Please make sure your samples contain actionable feedback. And ideally would also include the revised samples based on the feedback. |

In order to review your school’s documents we are asking that you place all documents on a Thumb Drive that we can collect from the school. If any of your curriculum documents exist only in hard copy, we ask that you scan those documents so they can be included on the Thumb Drive.

**Curriculum Inventory Checklist**

1. Please check off the Curriculum Component you have included on the Thumb Drive for each the courses of the four main content areas in the table below

2. Please include this document on the thumb drive (separate from the content folders in #3).

3. Please place all the courses for a content area in a separate folder on the Thumb Drive. For example, make a *Social Studies* Folder that contains a folder for each course: *Global, US, Economics, and PIG*.

4. In addition, please email this form back to Lawrence Pendergast [LPender@schools.nyc.gov](mailto:LPender@schools.nyc.gov) **by September 15, 2014**.

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| **Curriculum Component** | **Math** | | | | **English** | | | | **Science** | | | | | | **Social Studies** | | | |
|  | **Alg 1** | **Alg 2** | **Geo** | **E1** | | **E2** | **E3** | **E4** | | **LE** | **ES** | **Che** | **Phy** | **Glob** | | **US** | **Eco** | **PIG** |
| 1. Scope & Sequence |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| 2. Curriculum Map |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| 3. Unit Maps |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| ---Performance Task |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| ---Assessments |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| ---Student Work |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| **--- AND/OR---** |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Pacing Guide |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Calendar of AIMS |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Syllabus |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Lab Calendar |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Text List |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Core Curriculum |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |
| Engage NY Curriculum |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |