Option c: New **Instructional Material Request** WITH **Short Cycle** process

1. Submit all evidence collected during the short cycle process

2. By January 13, 2019—submit intent to submit for new material OR course to applicable content facilitator by email

3. If request includes computer-based component—complete 2 items: **Request for Approval of Content Media form** and **Software Instructional Material (SIMA) Form**

4. For no computer-based component complete forms with administrator signatures **Request for Approval of Content Media Form**, **Reader Review Forms** (both educator & non-educator), and/or **Request for Approval of a New Course Form**

*These must go to the Content Facilitator first, please do not submit to C&I Director without the Content Facilitator signature.*