

2020F-1 Instructional Materials Adoption Request

Title _____ Author _____

Publisher _____ Copyright Date _____

Course Title and Grade Level _____

This material is: New ___ Replacing _____ (TITLE/COPYRIGHT)

Number of Copies Needed _____ Unit Price _____

This material is intended for use during _____ term, 20 _____

I have taken the following step(s) to determine the suitability of the above instructional material:

THE FOLLOWING ARE MANDATORY STEPS:

- () 1. I have reviewed the material and found it meets the criteria of the District Instructional Materials Committee, including criteria for the elimination of gender bias.
Please complete and attach copy of Bias Content form.
- () 2. I have compared it with other available materials.
Please list all materials considered on reverse or as an attachment.
- () 3. I have compared reviews of it with reviews of other available materials.
Please attach copies of reviews.
- () 4. I have evaluated the reading level (using a readability scale) and found it averages about _____ grade.
Please describe the reading level and the method used to determine readability on reverse or as an attachment.
- () 5. I have answered the questions listed on the following page.
Please note, two sets of questions are available: one pertaining to text books and one pertaining to literature. Use the questions which best pertain to your submission.

THE FOLLOWING STEP IS OPTIONAL AND ONLY PERTAINS TO CORE INSTRUCTIONAL MATERIAL THAT HAS PREVIOUSLY BEEN APPROVED ON A TRIAL BASIS FOR PILOT USE.

- () 6. I have used the material on a trial basis for about _____ weeks per District policy and with the Curriculum Director's approval.
Please attach pilot approval form with Curriculum Director's signature.

Selector's Name _____ Date _____

School _____ Grade Level or Department _____

Principal's Signature _____ Date _____

APPROVAL DATES: INSTRUCTIONAL MATERIALS COMMITTEE DATE _____

BOARD OF DIRECTORS DATE _____

Limitations: _____

The completed request, along with supporting documents and material to be reviewed, is to be submitted to the IMC Secretary no later than 5:00 p.m. on the submittal deadline (see online IMC Meeting Schedule).

Date Established: June 2008

Classification: Priority

Revised Dates: 1.24.2011; 3.21.2011; 8.31.2018;6.4.2019