

Exhibit B

Request for School-Based Instructional Materials

*Please send typed/printed form to the appropriate content area specialist in the Learning Services Department.
Submit a separate form for each title or leveled book set.*

School: _____ Grade Level: _____
Teacher(s) Submitting Request: _____
Content Area(s): _____
Title: _____
Author: _____
Publisher: _____ Pub Date: _____
_____ novel _____ textbook _____ anthology _____ software _____ nonfiction _____ level book set
Reading Level: _____ Recommended Interest Level: _____

This material aligns with the following District Curriculum Framework(s) standards and/or strategies and expectations:

This material will be used in the following class(es):

This material addresses the following student needs:

This material provides the following interdisciplinary connections: (optional)

Process for school-based instruction materials approval:

_____ Check data base to make sure material is not approved for another grade level
_____ Submit form to appropriate specialist in Learning Services
_____ Content Specialist Initial Approval: _____ Signature _____ date
_____ Bring title to School Improvement Team, print notice in school newsletter, and have available for parents to read for two-week period
_____ Notice in school newsletter: date _____
_____ School Improvement Team discussion: date _____

_____ School Improvement Facilitator Signature
_____ Principal Signature

_____ Resubmit form to specialist for final approval.

Approved for _____ Primary _____ Intermediate _____ Middle School _____ High School

_____ Learning Services Approval: _____ Signature _____ date

_____ Superintendent Approval: _____ Signature _____ date

*Upon Superintendent approval, school will be notified, a copy of the approval form will be sent to the Director of Curriculum, and the title added to the District Approved Materials Data Base.
Content specialist will notify other District schools of the approval.*