

REQUEST FOR APPROVAL TO PILOT INSTRUCTIONAL MATERIALS

Directions: Complete this form in its entirety. Secure the signature of the building principal and program director (special education, instructional services, etc.) if appropriate. Send to the director of curriculum and instruction one month prior to acquisition and use of materials.

Title _____

Author _____

Publisher _____

Copyright Date _____ Readability Level _____

Will publisher grant permission to reproduce without copyright infringement? _____

Intended Use ____ Basic text ____ Supplementary

Type of Material (e.g., book, periodical, software, film, etc.) _____

Grade Level(s) _____ Subject Area _____ Reading Level _____

Dates of Pilot _____ to _____ Number of Students Involved _____

Reasons for requesting pilot:

Steps to be followed for evaluation of materials:

Are these materials free of racial, ethnic, and sexual bias according to the criteria in policy and procedures 2311-- Instructional Materials and Resources? _____

If materials contain racial or other bias, list the specific materials and/or activities that will be used to compensate for bias? (e.g., guest speakers, library titles, films, and other supplementary resources.)

***Budget Implications:**

What is the cost of these instructional materials per student? \$ _____

What is the cost of the related teacher materials? \$ _____

List the supplementary resources you are requesting also be purchased to support these instructional materials:

Item	Cost	Rationale
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Are there consumable materials that must be replaced each year? Yes No

If yes, please indicate costs per student per year: \$ _____

Are their equipment needs or additional supplies that must be purchased to support these instructional materials? Yes No

If yes,

Item	Cost	Rationale
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Any other budget considerations?

If approved which budget will be responsible to cover the costs of these pilot materials?

Signature of Person Requesting Materials: _____ Date: _____

Signature of Building Principal: _____ Date: _____

Signature of Program Director: _____ Date: _____

Forward to the Department of Curriculum & Instruction

**REQUEST FOR APPROVAL *to Pilot* BASIC AND/or
SUPPLEMENTARY INSTRUCTIONAL MATERIALS**

FSD Curriculum Committees Principals/Directors	VMS, HMS, FHS, Windward, Clearview Subject Area Departments	Building Instructional Materials Committee Grade Level Teams
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Department Chair – Signature Required



Building Principal – Signature Required



Program Director – Signature Required



Department of Curriculum, Instruction & Assessment
District Instructional Materials Committee



Recommend for Approval to
Ferndale School Board of Directors

*If funding at the district level is being requested, all approval forms must be submitted to the Curriculum Department by March 1 for incorporation into the budget for the coming year. If funding is at the building and or program level and funding is currently available, this form may be submitted at any time.

**Teachers are required to use FSD Board Adopted Basic and Supplementary Instructional Materials regardless of funding source.