



# Wakulla County School District

## Request for Use of Educational Media from Outside Sources

Requested By: \_\_\_\_\_

Course/Subject: \_\_\_\_\_ Grade: \_\_\_\_\_

Title of educational media to be used: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright Date: \_\_\_\_\_

Print       Video/Streaming       Music/Audio       Other (specify): \_\_\_\_\_

**Any material that will be used for classroom instruction that is not already included on a district-created curriculum resource guide (pacing guide, scope and sequence, etc.) or is not on the district-approved list must be submitted for instructional resource review. The Request for Instructional Resource Review form is found in the WCSB Instructional Materials Handbook.**

Yes      No

Have you previewed this media in its entirety?

Is this educational media to be used for planned instructional activities directly related to course and curriculum? If yes, stop, and complete the Request for Instructional Material form.

Does this educational media adhere to the selection criteria outlined in the:

- [Florida Statutes \(1006.34\); \(847.001\); \(847.012\); \(847.0133\)?](#)
- [Wakulla County District School Board Policy \(4.22\)?](#)

Is this media rated PG (elementary) or PG13 (secondary)? If yes, the parental permission form for PG or PG13 rated media must sent home giving parents the opportunity to opt out.

Is any part of the material controversial? If so, cite the controversial part and give explanation (use back of form).

Signatures of Teacher/Personnel evaluating and recommending use of this material:

\_\_\_\_\_  
Teacher Signature                      Date                      Teacher Signature                      Date

\_\_\_\_\_  
Library Media Specialist Signature                      Date                       Recommend                       Do Not Recommend

\_\_\_\_\_  
Administrator Signature (Required)                      Date                       Approved                       Not Approved

ORIGINAL – PRINCIPAL

COPY – REQUESTING TEACHER(S)

COPY – INSTRUCTIONAL SERVICES (D.O.)