



**Quick Screen Checklist for Approval of  
WRITTEN SUPPLEMENTARY INSTRUCTIONAL MATERIALS  
(Excluding video and electronic media)**

**Step 1:**

Use this checklist to determine whether **written, printed, or three-dimensional/manipulative supplementary instructional materials** need approval at the building level.

**Criteria for Selection:**

**Is (does) this resource:**

N/A	Y	N	1. Consistent with the district's mission and policies?
N/A	Y	N	2. Align with the district and state curriculum standards?
N/A	Y	N	3. Support and enrich the curriculum considering the varied instructional needs, abilities, and maturity levels of the students served?
N/A	Y	N	4. Contribute to a positive impact on student learning/achievement?
N/A	Y	N	5. Stimulate student growth in critical thinking, factual knowledge, and literary and aesthetic appreciation?
N/A	Y	N	6. Provide appropriate learning experiences for special needs students?
N/A	Y	N	7. Contribute to understanding the diversity of life in America?
N/A	Y	N	8. Reflect a respect for the worth and dignity of people?
N/A	Y	N	a. Provide models for the development of self-respect, pride, and an appreciation of differences?
N/A	Y	N	b. Free of derogatory terms?
N/A	Y	N	c. Portray minority characters in a way that is free from stereotypes?
N/A	Y	N	d. Free from racial, ethnic, age or gender bias?
N/A	Y	N	e. Present more than one point of view?
N/A	Y	N	9. Free from controversial or sensitive material?
N/A	Y	N	10. Constitute a valuable addition to the instructional materials that have already been approved?
N/A	Y	N	11. I have previewed this material in its entirety.

If you answered **YES** to all the questions on **Step 1** above, you may use the materials without further approval.

If you answered **NO** to any of the questions above, complete **Step 2** and submit it to your building administrator.



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**Step 2:**

If you answered **NO** to any questions in **Step 1** of the Quick Screen Checklist, please complete the items below and submit the form to your building administrator.

Author/Publisher/Producer \_\_\_\_\_

Type of Material (book, pamphlet, etc.) \_\_\_\_\_

For use in what age/grade/subject area \_\_\_\_\_

This resource is related to the following curriculum standards/benchmarks:

I will determine the extent of student learning from these materials based on the following:

I propose to deal with the bias or controversy identified on the Quick Screen Checklist (**Step 1**) in the following manner:

\_\_\_\_\_  
Signature of teacher

\_\_\_\_\_  
Date

This material has been approved or disapproved (*circle one*) because:

\_\_\_\_\_  
Signature of building administrator

\_\_\_\_\_  
Date