



REQUEST FOR APPROVAL OF NEW INSTRUCTIONAL MATERIALS FORM

DEPARTMENT OF TEACHING & LEARNING

The following information is required prior to instructional material review by the Instructional Material Committee. Complete all information and signatures. Send the form, with three copies of text materials or one copy of video, DVD or software, or login and password access codes for online programs. One copy of text material will be retained and stored in the Teaching and Learning Curriculum Library.

DESCRIPTION OF INSTRUCTIONAL MATERIAL

TITLE _____

AUTHOR _____

PUBLISHER _____

COPYRIGHT DATE _____

- CORE
 SUPPLEMENTAL
 SPECIAL PROGRAM:

 AP/Honors/TAG
 CTE
 ESL
 SPED
 Title I/LAP

TYPE OF MATERIAL _____

(e.g., Textbook, Videotape, Software)

COURSE TITLE _____

GRADE LEVEL _____

MATERIAL IS: New Replaces (Specify) _____

NUMBER OF COPIES NEEDED _____ UNIT PRICE _____

DATE MATERIAL TO BE USED _____

EVALUATION OF MATERIAL (Please note Mandatory Steps)

Mandatory Steps:

1. I (or we) have read/reviewed and found that this material meets the criteria of the District Instructional Materials Committee, including criteria for the elimination of bias. WAC 392-190-055, requires the elimination of bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal.

2. I have evaluated the reading level and found it averages about _____ grade.

3. I have compared it with other available texts. List titles:

Additional Evaluations:

- 4. I have evaluated the material using the computer program evaluation form, and submitted this to the Technology Help Desk.
- 5. I have compared reviews of it with reviews of other available texts. List source of reviews:
- 6. I have used the text on a pilot basis for about ____ weeks. (Requires Pilot Approval by the Assistant Superintendent for Teaching & Learning prior to pilot start.)
- 7. Other:

SIGNATURES OF APPROVAL

_____	Date: _____
Text Selector	
_____	Date: _____
Program Leader (for high schools only)	
_____	Date: _____
Principal	

FOR DISTRICT USE ONLY

_____	Date: _____
District Program Director	
_____	Date: _____
Assistant Superintendent—Final Approval	
Instructional Materials Committee Approval	Date: _____
Board Approval (Core Only)	Date: _____

WAC 392-190-055 requires the IMC to maintain appropriate screening criteria designed to identify and eliminate bias pertaining to sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of trained dog guide or service animal in all textbooks and instructional materials. The WAC also specifies that nothing in the section is intended to prohibit the use or assignment of supplemental instructional materials such as classic and contemporary literary works, periodicals, and technical journals which, although they may contain bias, are educationally necessary or advisable.