

Textbook Review Process

Please complete the following steps during the textbook adoption process:

1. Read and consider the scope and sequence, outcomes, and state standards.
2. Establish criteria for your textbook evaluation. This would include at least one of the following:
 - Scope and sequence
 - A review of Minnesota Standards identifying course and priority, and/or
 - A written improvement plan outlining changes/improvements to the course.
3. Apply the criteria to narrow the choices. Complete the criteria and review page. Focus on aligning the teacher's instruction, the student learning and the assessment with the scope and sequence. Check to see if the resource is at the appropriate level of thinking (Bloom's Taxonomy) as well as the correct reading level.
4. Next, rank the textbook choices and determine which text best suits the criteria. Return the criteria for textbook evaluation sheet to the curriculum coordinator.
5. The curriculum coordinator will contact each of the company reps for a quote and in-service based on the information submitted.
6. Once a textbook has been selected by the instructional staff and administration, notification will be placed in the local paper offering parents a chance to review the selected materials.
7. The superintendent will then take the textbook before the local board of education to seek approval/adoption of the textbook.

