

PROPOSAL TO ADOPT A TEXTBOOK

Proposal Request Information

Prior to filling out this form, please read the [Textbook Adoption Proposal Checklist](#) with pertinent policies regarding textbook adoption.

Section I

To be filled out by requestor/educator:

Ia. REQUESTOR AND REVIEW TEAM INFORMATION

School		
Date		
Requestor/Educator		
Email address		
Phone number		
Proposal Review Team Member	Reviewer's Name	Contact Information - email
CIPG Strategist		
STIP		
Colleague		
Parent		

Ib. BOOK INFORMATION

Title of proposed text	
Author (s)	
Publisher	
Edition	
ISBN number	
Copyright date	
Course and/or subject area in which textbook will be used	
Grade level(s)	
Total cost for purchasing the textbooks? See Checklist for Required Process	
Dates the textbook information was displayed at the school and posted on the school's website (2 week min.)	
Date the textbook was communicated to the School Advisory Council	

Ic. RATIONALE

Please provide a brief rationale explaining your decision to include this text in the curriculum.

Id. ALIGNMENT WITH DCSD'S GUARANTEED AND VIABLE CURRICULUM

Please write a detailed description of how the textbook **aligns to DCSD's Curriculum (Colorado Academic Standards)**:

SECTION II: Review Team Information

Each review team member will complete an individual section for a formal review of the textbook based on your stakeholder perspective. All members of the review team **MUST review** the proposed textbook prior submission to CIPG strategist for final review prior to submission to CIPG Director.

IIa. EVALUATION of textbook (to be completed by requestor/educator)

The proposed textbook...	Y/N	Examples/Justification Please be specific and provide examples if applicable
is appropriate for the following grade level(s)		
develops essential knowledge and skills		
provides breadth and depth of content		
allows students to create meaning and make relevant connections to other knowledge and experience		
the information in the text includes a variety of cultural perspectives.		
the text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence.		
the text reflects the current research in the content area.		
Recommend textbook for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IIIb. EVALUATION of Book (to be completed by CIPG Strategist)

The proposed textbook...	Y/N	Examples/Justification Please be specific and provide examples if applicable
is appropriate for the following grade level(s)		
develops essential knowledge and skills		
provides breadth and depth of content		
allows students to create meaning and make relevant connections to other knowledge and experience		
the information in the text includes a variety of cultural perspectives.		
the text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence.		
the text reflects the current research in the content area.		
aligns with proposed connections to DCSD curriculum (Colorado Academic Standards, Higher Order Thinking Skills, 4 Cs, 21 st Century Skills, and Content)		
Recommend textbook for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IIIc. EVALUATION of textbook (to be completed by a colleague)

The proposed textbook...	Y/N	Examples/Justification Please be specific and provide examples if applicable
is appropriate for the following grade level(s)		
develops essential knowledge and skills		
provides breadth and depth of content		
allows students to create meaning and make relevant connections to other knowledge and experience		
the information in the text includes a variety of cultural perspectives.		
the text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence.		
the text reflects the current research in the content area.		
aligns with proposed connections to DCSD curriculum (Colorado Academic Standards, Higher Order Thinking Skills, 4 Cs, 21 st Century Skills, and Content)		
Recommend for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IId. EVALUATION of textbook (to be completed by Parent)

The proposed textbook...	Y/N	Examples/Justification Please be specific and provide examples if applicable
is appropriate for the following grade level(s)		
develops essential knowledge and skills		
provides breadth and depth of content		
allows students to create meaning and make relevant connections to other knowledge and experience		
the information in the text includes a variety of cultural perspectives.		
the text has been reviewed in regard to respecting gender, ethnic and racial uniqueness, similarities and interdependence.		
Recommend for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

IIe. EVALUATION of textbook (to be completed by School Technology and Innovation Partner [STIP])

The proposed textbook...	Y/N	Comments
meets privacy act requirements		
vendor has signed <i>Data Protection Addendum</i>		
Recommend for adoption		<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION III: CIPG Strategist Level Process Review

	CIPG Strategist Initials
Sections I & II are complete.	
Building administrator has reviewed proposal.	
The textbook was on display at the school for two weeks.	
Information about the textbook was available on the district's and school's website for two weeks prior to being submitted to the CIPG Strategist.	
Information about the textbook was shared with the School Advisory Council.	

SECTION IV: District Level Process Review

	CIPG Director Initials
The textbook adoption process has been followed.	
The textbook was displayed in the school that is making the request.	
The textbook was displayed on district website prior to approval.	
Notice was provided and textbook was available in the district office for two weeks prior to approval.	
Does the CIPG Strategist and review team support adoption of this textbook?	

SECTION V: Signatures/Approvals

Va.

Does the evaluating <i>Educator</i> recommend adoption of this textbook?	YES	NO
Date _____		
Evaluating Educator Signature _____		

Vb.

Does the evaluating <i>Colleague</i> recommend adoption of this textbook?	YES	NO
Date _____		
Evaluating Colleague Signature _____		

Vc.

Does the evaluating <i>Parent #1</i> recommend adoption of this textbook?	YES	NO
Date _____		
Evaluating Parent (#1) Signature _____		

Vd.

Does the evaluating <i>STIP</i> recommend adoption of this textbook?	YES	NO
Date _____		
Evaluating STIP Signature _____		

Ve.

Does the evaluating Requestor/Educator's <i>Administrator</i> recommend adoption of this textbook?	YES	NO
Date _____		
Administrator Signature _____		

Vf.

Does the CIPG Strategist certify that the information on this form accurately reflects the process followed at the site.	YES	NO
Date _____		
CIPG Strategist Signature _____		

Vg.

Does the CIPG Director support adoption of this textbook?	YES	NO
Date _____		
CIPG Director Signature _____		

SECTION VI: Superintendent's Approval

SUPERINTENDENT'S APPROVAL

Does the Superintendent approve adoption of this textbook?	YES	NO
Date _____		
Superintendent Signature _____		

SECTION VII: Board of Education Approval

BOARD OF EDUCATION APPROVAL

Does the Board of Education approve adoption of this textbook?	YES	NO
Date _____		
Board of Education Signature _____		

OFFICE USE

	DATE	INITIALS
Approved textbook list updated (including recommended grade level)		
Approved form with BOE signatures scanned to CIPG folder on District server		