

Superintendent File IJ-E

TEXTBOOK AND INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION REQUEST CHECKLIST

For materials to be added to the approved K-12 Textbook List

Step 1: Check for Approval & Timeline

Is this textbook currently approved for use in our District? See the [Approved Textbooks](#) for reference.

- Yes. If the book is already adopted or is a new edition of a previously adopted book, a formal adoption process is not necessary.
- No. Please continue with the process.
- Textbook adoption forms are presented to the Board of Education in October and April. Materials must be submitted to the CIPG Director no later than:
 - September 15th - presentation to the Board of Education in October
 - March 15th - presentation to the Board of Education in April

Step 2: Initial Request

- Notify administrator of intent to complete proposal process.
- Contact Curriculum, Instruction, and Professional Growth (CIPG) by filling out an [Initial Request Form](#).

Step 3: Proposal Document

- The requestor/educator will receive an email from a CIPG Strategist. This email will provide a link to the proposal document for the textbook you are requesting, as well as the contact information of the CIPG strategist you will partner with throughout the process.

Step 4: Strategic Sourcing/ Purchasing

Do the materials cost over \$5,000?

- If no, continue to step 4.
- If yes, contact Purchasing for additional information on getting the program/textbook approved. Email: purchasing@dcsdk12.org
- Once you have contacted Purchasing, continue to Step 4.

Step 5: Requestor/Educator Responsibilities:

It is the requestor/educator's responsibility to:

- Assign the review team for the proposal: one parent, one colleague.
 - One School Technology and Innovation Partner (STIP) & the CIPG strategist will be assigned for you).
- Collect and distribute copies of the textbook to the review team.
- Share the proposal document with the review team. Do not make a copy or hand write, use the official document sent to you.

- Display a copy of the textbook at your school **and** school website for a minimum of two weeks prior to submitting the proposal document.
- Communicate with your School Accountability Committee (SAC) of intent to adopt book.
- Once the document is completed, notify CIPG strategist
 - CIPG strategist will trigger the electronic docusign process for each member of the review team to electronically sign
 - Make sure everyone on the review team gave an accurate email
- Electronically sign your section
- You're done!

Step 6: CIPG Strategist and Director Responsibilities:

Once the strategist receives the completed proposal document, he or she will:

- Display textbook on CIPG website and the CIPG district office.
- Share a notice of textbook proposal to Principal Notes.
- Complete Section III of the proposal document.
- Present proposal document to CIPG Director or designee for approval.
- Prepare the textbook to be presented at the school board meeting.
- Approved proposals are sent to the Superintendent or designee for approval.
- Present the textbooks up for adoption to the school board.
- Requestor will be notified when proposal is approved.
- CIPG department will update the Approved Textbook List and return textbooks to the school.

For materials to be added to the approved K-12 Novel List

Step 1: Check for Approval & Timeline

Is this novel/book currently approved for use in our District? See the [HS Approved Novel List](#) | [MS Approved Novel List](#) | [Elementary Novel List](#) for reference.

- Yes. If the book is already adopted or is a new edition of a previously adopted book, a formal adoption process is not necessary.
- No. Please continue with the process.
- Novel/book adoption forms are presented to the Board of Education in October and April.
 - Materials must be submitted to the CIPG Director no later than:
 - September 15th - presentation to the Board of Education in October
 - March 15th - presentation to the Board of Education in April

Step 2: Initial Request

- Notify administrator of intent to complete proposal process.
- Contact Curriculum, Instruction, and Professional Growth (CIPG) by filling out an [Initial Request Form](#).

Step 3: Proposal Document

- The requestor/educator will receive an email from a CIPG Strategist. This email will provide a link to the proposal document for the novel you are requesting, as well as the contact information of the CIPG strategist you will partner with throughout the process.
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Step 4: Requestor/Educator Responsibilities:

It is the requestor/educator's responsibility to:

- Create the review team for the proposal:
 - Requestor/Educator, two parents and one colleague (the CIPG strategist will be assigned for you)
 - Collect and distribute copies of the novel as soon as possible to the review team
 - Including sending a book through district mail to Cantril for CIPG team member to read novel
 - Share the proposal document with the review team and have them fill out their section
 - Display a copy of the book at your school and notify the public on your school website for a minimum of two weeks prior to submitting the proposal document due date (Ex, in a newsletter or news update on the site)
 - Communicate with your School Accountability Committee (SAC) of intent to adopt book.
 - [See more here in FAQ](#)
 - Ensure review team has completed proposal document correctly [before due date](#)
 - Requestor initials section IIIa. and arrives at consensus with CIPG strategist for appropriate approval level
 - Once the document is completed, notify CIPG strategist
 - CIPG strategist will trigger the electronic docusign process for each member of the review team to electronically sign
 - Make sure everyone on the review team gave an accurate email
 - Electronically sign your section
 - You're done!
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Step 5: CIPG Strategist and Director Responsibilities:

Once the strategist receives the completed proposal document, he or she will:

- Display novel on CIPG website and the CIPG district office.
- Share a notice of novel proposal to Principal Notes.
- Complete Section III of the proposal document.
- Present proposal document to CIPG Director or designee for approval.
- Get all parties to electronically sign documents
- Communicate to review team if issues in proposal document or missing signatures
- Prepare the document (All at DCSD can view) and book to be presented at the school board meeting.
- Approved proposals are sent to the Superintendent or designee for approval.
- Present the books up for adoption to the school board.
- Requestor will be notified when proposal is approved.
- CIPG department will update the Approved Novel List and return books to the school.