

**NEW INSTRUCTIONAL MATERIALS PROPOSAL FORM**

Requesting Staff \_\_\_\_\_

School(s) ☐  
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Instructional Materials Title: \_\_\_\_\_

Author / Publisher: \_\_\_\_\_

Nature of Intended Use of this Material:

☐ Core ☐ Alternative Core ☐ Intervention ☐ Supplemental ☐ Temporary Supplemental

Specifics: When, where and how this material will be used in instruction

Budget Implications and Estimate: (Work with your DTL rep to determine curricular and start-up costs)

Discussion/Approvals:

Department Discussion Date \_\_\_\_\_ Department Chair Approval \_\_\_\_\_

Principal Approval \_\_\_\_\_ Curriculum Director Approval \_\_\_\_\_

Deputy Superintendent Approval \_\_\_\_\_