

OLYMPIA SCHOOL DISTRICT 111
INSTRUCTIONAL MATERIALS ADOPTION REQUEST

Instructional Materials Committee

Title _____ Author _____

Publisher _____ Copyright Date _____

Course Title and Grade Level _____

This material is: New _____ Replacing _____ (title)

Number of Copies Needed _____ Unit Price _____

This material is intended for use during _____ term, 20 _____

I have taken the following step(s) to determine the suitability of the above instructional material:

- () 1. I have reviewed the material and found that it meets the criteria of the District Instructional Materials Committee including criteria for the elimination of gender bias. Please attach copy of completed form. **This is a mandatory step.**
- () 2. I have compared it with other available materials. (The Curriculum Office will assist in the search for preview materials.) Please list all materials considered on reverse.
- () 3. I have compared reviews of it with reviews of other available materials. Please attach copies of reviews.
- () 4. I have evaluated the reading level and found it averages about _____ grade. Please describe method used to determine readability on reverse.
- () 5. I have used the material on a trial basis for about _____ weeks, per District policy and the Curriculum Director's approval. Please attach pilot approval form with Curriculum Director's signature.
- () 6. I have answered the questions on the reverse. **This is a mandatory step.**

Selector's Signature _____ Date _____

School _____ Grade Level or Department _____

Principal or Dept. Head _____ Date _____

APPROVAL DATES

Instructional Materials Committee _____ Date _____

Limitations: _____

Board of Directors Approval _____ Date _____

This form is to be filled out in its entirety. The completed request, along with the supporting documents and material to be reviewed, is to be submitted to the IMC Secretary at least three (3) business days prior to the scheduled IMC meeting.

Please briefly answer the following questions:

1. What other materials did you evaluate/consider when selecting this material?
2. What method did you use to determine the readability?
3. Why did you select this particular book or material?
4. What are the educational goals you hope to achieve with this material?
5. Additional Comments