

## OLYMPIA SCHOOL DISTRICT 111

INSTRUCTIONAL MATERIALS PILOT USE 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 pilot use during \_\_\_\_\_ term, 20 \_\_\_\_\_

I have taken the following step(s) to determine the suitability of the above 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. 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. Other: \_\_\_\_\_

Text Selector Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal or Department Head \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL DATESCurriculum Director/IMC \_\_\_\_\_ Date \_\_\_\_\_

This form is to be filled out in its entirety. The completed form must be submitted to the Director of Curriculum along with the material suggested for pilot.