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 DATES

Curriculum 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.