

## *Superintendent File IJ-E*

### **TEXTBOOK AND INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION REQUEST CHECKLIST**

#### **For materials to be added to the approved K-12 Textbook or Novel List**

- \_\_\_\_\_ *IJ-E1 (Proposal to Adopt a Textbook) or IJ-E2 (Proposal to Adopt a Novel/Book-length work* form sections I through VII were completed by proposing school.
- \_\_\_\_\_ Novel/Textbook was available to the school community for two weeks
- \_\_\_\_\_ *IJ-E1 or IJ-E2* form was sent to the building administrator for signature indicating building process completed.
- \_\_\_\_\_ *IJ-E1 or IJ-E2* form was completed and submitted to the Chief Academic Officer.
- \_\_\_\_\_ Three World Class Education Coordinators read/reviewed materials submitted by teacher/s or building/s to determine alignment to the DSCD's Guaranteed and Viable Curriculum, Colorado Academic Standards, Core Curriculum, and to look for any sensitive or controversial passages. This will be forwarded to the DLMC Director for further recommendations.
- \_\_\_\_\_ Notice provided to Board and novel/textbook was made available at the BoE Office for two weeks.
- \_\_\_\_\_ World Class Education posted novel/ textbook titles for two weeks on the District website for comments from the community.
- \_\_\_\_\_ Titles not recommended for approval are returned to building administrator and requesting teacher with explanation.
- \_\_\_\_\_ CAO forwarded *IJ-E1 or IJ-E2* recommendations to Superintendent for review and approval.
- \_\_\_\_\_ Title presented to Board of Education for approval
- \_\_\_\_\_ DLMC Director and recommending building notified of the Superintendent's and B.O.E.'s approval of the titles.
- \_\_\_\_\_ Approved titles are added to the District K-12 Approved Novel Literature List or Textbook List and posted to the webpage.