

# Tamalpais Union High School District

Exhibit E 6161.1 Instruction - Selection and Evaluation of Instructional Resources – Working Draft  
12.1.16

## NEW INSTRUCTIONAL MATERIALS APPROVAL FORM *Tamalpais Union High School District*

\*Requests for new instructional materials must be submitted to the Educational Services department  
by **April 1<sup>st</sup>**.

Submitted by: _____	Date: _____
Department: _____	School(s): _____
Indicate if this request is for a _____ Primary Instructional Material or _____ Supplemental	
Is this request for digital, print or both?: _____	
Is the resource consumable? __Yes __ No Will it need to be purchased annually? __Yes __No	

Title of Material: \_\_\_\_\_

Author: \_\_\_\_\_ Edition: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

ISBN #: \_\_\_\_\_

Course(s) in which material will be used: \_\_\_\_\_ Grade Level(s) \_\_\_\_\_

School(s) in which material will be used: \_\_\_\_\_

What is the cost per unit? \_\_\_\_\_ Estimated # of students: \_\_\_\_\_ Estimated total cost: \_\_\_\_\_

Provide a rationale for the selection of this resource over others. Please include information regarding investigation and pilot process, and the reliability of the source/author.

Explain the ways in which the instructional material is aligned with, and supports learning of, the learning outcomes and standards of the course.

Estimate the extent to which the instructional material will be used (i.e. how often), and how long into the future it is believed to remain relevant.

Taken as a whole, district instructional materials should present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies (Board Policy 6141). Please explain the process used by the department to ascertain that the resource meets the above criteria.

Approval of Teacher Leader(s): \_\_\_\_\_

Approval of Site Principal(s): \_\_\_\_\_

Approval of Educational Services \_\_\_\_\_

(Please submit examination copy of, and/or link to the resource with this form.)

### **New Instructional Materials Approval Form Checklist:**

- Instructional Material is adequately identified and described (Title, Author, ISBN, School, Dept, Publisher, etc.)
- Cost is estimated, per unit, and total
- Instructional Material supports course learning outcomes and standards
- Frequency, relevance, reliability, and longevity of use are outlined
- Pilot process described (if applicable)
- Rationale for selection of this material over others provided
- Instructional material presents a broad spectrum of knowledge and viewpoints, reflects the ethnic and cultural diversity of our society, and enhances the use of multiple teaching strategies and technologies
- All components approved by teacher leader(s), site principal(s), and Dept of Ed Services