

## Instructional Novel Approval Procedures

1. Teachers will complete the MIS 1090A using the school approval process.
2. Once approved by the principal and, if necessary, by the School Media Review Committee, teachers will need to complete a Google Form requesting approval from the District Media Specialist. <https://bit.ly/ocsdapprovalrequest>
  - a. *If a book is not approved by the principal or School Media Review Committee, no further action is required. The District Media Specialist will not approve the book. Please forward a copy of the rejected 1090A form to the District Media Specialist.*
3. Attach a copy of the approved MIS 1090A form.
4. A copy of the book must be sent to the District Media Specialist for review.
5. The book will be returned.
6. Once the form has been submitted and the text received, please allow at least two weeks for review.
7. Contact Tasha Bates, [tasha.bates@okaloosaschools.com](mailto:tasha.bates@okaloosaschools.com) with any questions.

### OKALOOSA SCHOOLS



**THE NEXT GENERATION...**