Curriculum & Instruction
Colville School District

New Instructional Materials Proposal

According to Colville School District Policy 2020, the School Board is responsible for the adoption of all core, intervention, and pilot materials used in the district. Procedure 2020P further stipulates the process and criteria for selection of instructional materials.

Submitted/Requested by: _____ Date: _____

Title of Materials: _____

1. ☐ New ☐ Pilot

2. ☐ Core ☐ Intervention

Author and Publisher: _____ Edition/Date: _____

What courses/subjects/grades will use the materials? _____

Itemize estimated costs, including cost per student, teacher materials, annual fees or subscriptions, and training.

Describe the materials.

☐ Text   ☐ Consumable   ☐ OER   ☐ Online   ☐ Software   ☐ Video   ☐ Other: _____

Describe the rationale and need for the materials.

Describe the process used for evaluating and recommending the materials. Include staff/teacher, Content Leadership Team, Technology Department, and administration involvement and input.

In what ways are the materials aligned with appropriate Washington State Learning Standards, applicable subject area standards, and best practices?

E = Excellent, S = Satisfactory, U = Unsatisfactory, NA = Not Applicable

Evaluation Statements	E	S	U	NA
Aligns to grade-level course/subject scope and sequence.	E	S	U	NA
Aligns with district K-12 scope and sequence for subject.	E	S	U	NA
Clearly aligns to Washington State Learning Standards.	E	S	U	NA
Clearly aligns to subject area standards.	E	S	U	NA
Aligns to best practices.	E	S	U	NA
Presents up to date and accurate information.	E	S	U	NA
Is adaptable for differentiation of instruction for varying student abilities.	E	S	U	NA
Contains content appropriate for intended audience.	E	S	U	NA
Uses appropriate language.	E	S	U	NA
Avoids racial, cultural, sexual, gender, religious, age, disability, and political bias.	E	S	U	NA
Includes relevant assessment materials.	E	S	U	NA
Has clear organization for purposes.	E	S	U	NA
Contains appropriate illustrations.	E	S	U	NA
Contains type that is easy to read.	E	S	U	NA
Includes durable materials.	E	S	U	NA
Is affordable for intended use.	E	S	U	NA
Includes staff/teacher training component.	E	S	U	NA
Facilitates a learning environment of discovery.	E	S	U	NA

Individual Completing Checklist: (print) _____ (signature) _____ Date: _____

Principal Review and Approval (signature): _____ Date: _____

Additional Notes:

Below for office use only

Content Leadership Team Review: Recommend to Curriculum and Instructional Material Committee? ☐ No ☐ Yes Date: _____

Curriculum and Instructional Materials Committee: Recommend adoption by School Board? ☐ No ☐ Yes Date: _____

Approved by School Board? ☐ No ☐ Yes Date: _____