

Gloversville Enlarged School District
Office of Curriculum and Instruction
Textbook Board Approval Request Form
Deliver to: Office of Curriculum and Instruction

School _____ Date _____

Person Initiating Request _____ Course of Study _____
Grade Level _____

Title of Book _____ ISBN # _____

Author _____ Edition _____ Copyright Date _____

Publisher _____ School Year _____

Publisher Address _____

Quantity to be ordered _____ Unit Price _____ Total Price _____

+ 15 % estimated shipping = Total Cost \$ _____

CHECK ALL APPROPRIATE INFORMATION:

_____ New adoption **	_____ Basic Text
_____ Additional Copies of existing series	_____ Supplementary Text
_____ Consumable text (used up in the course of instruction each year)	_____ One text of a multiple text approach
_____ Hardcover	_____ Text-Workbook
_____ Paperback	_____ Workbook

**A new adoption is defined as any text or text-related material to be used for classroom instruction which has not been formally adopted for your building and includes revised or new editions of currently used text or series. Requests must be approved by the Office of Instruction and the Board of Education.

Signatures:

_____	_____	_____
Teacher	Chairperson	Principal
_____	_____	_____
Assistant Superintendent for Curriculum and Instruction	Education Committee Member	
	_____	_____
	Education Committee Member	
	_____	_____
	Education Committee Member	

TEXTBOOK REQUEST FORM

The following should be completed for new adoptions only:

1. Is this text proposed as the basis for a new course of study or program?

Yes _____ No _____

If so, prior approval has been given for the adoption of the new program by _____

2. If the proposed text is intended to revise or update an existing course of study, explain here. Use additional sheets if necessary

3. Why is the present text material no longer satisfactory?

4. Are you requesting the latest available edition? Yes _____ No _____

If not, explain why an earlier edition is satisfactory.

5. Is the selection of this material a departmental or grade level decision? Yes _____ No _____

If so, what other teachers have shared in the evaluation?

If not, explain _____

6. Will this material be used in the classroom by other teachers of your department or grade level?
Yes _____ No _____
If so, by whom? _____
If not, explain _____
_____.
7. Is this material to be used as part of a sequential series? Yes _____ No _____
If so, have you consulted with those teachers who will be teaching the other levels?
Yes _____ No _____ If not, explain _____
_____.
8. Have the contents been evaluated in terms of reading level and vocabulary control?
Yes _____ No _____ Indicate Reading Level/DRP and source _____
_____.
9. Have the contents been evaluated for consistency with current curriculum benchmarks for meeting the New York State Standards? Yes _____ No _____
(Cite specific references)

_____.
10. Have the contents been evaluated to comply with guidelines for non-discrimination in the areas of race, sex, and/or ethnicity? Yes _____ No _____
Explain _____.
11. Have you evaluated any other materials for the same instructional purposes?
Yes _____ No _____ If not, explain _____
If so, please list similar publications which were evaluated. _____
_____.

12. What makes this material superior to the others you have examined? _____
_____.
13. Can this material be considered sensitive? Yes _____ No _____ Cite area of
sensitivity _____ If so, has this factor been taken
into consideration? _____ If so, what overriding characteristic does this
material have? _____.
14. Are auxiliary aids necessary for the full use of this text? Yes _____ No _____
If so, are they also being ordered? Yes _____ No _____
If not, explain _____
_____.

revised 8/2011

