

### TEACHER REQUEST FOR INSTRUCTIONAL MATERIALS APPROVAL (REVIEW AND EVALUATION FOR IMC APPROVAL)

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Author/Editor: \_\_\_\_\_

Edition: \_\_\_\_\_ Copyright: \_\_\_\_\_

Textbook  Reference  Literary Work  Resource Collection  
 Paperback  Hardback  includes teacher's guide/kit

Digital Media Length: \_\_\_\_\_ minutes Rating: \_\_\_\_\_  
 Other \_\_\_\_\_

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

Library of Congress # (if available): \_\_\_\_\_

Discipline/Course: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Is this material part of a series? Yes No

If yes, which series? \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Subject Area: \_\_\_\_\_

Description and intended use of the learning materials being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this material meet course goals and objectives? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why did you select this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read this book or viewed the material? Yes No

Have you read a review of the materials? Yes No Review Source: \_\_\_\_\_

Overall Quality of Materials: Excellent \*Good \*Acceptable

\* = Provide supporting rationale for material rated less than "Excellent" Rationale attached

Is there anything objectionable in this material? Yes No

I have the following concerns about this material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Evaluation of Material**

Please evaluate materials using the scale: 4-Excellent, 3-Good, 2-Fair, 1-Poor, N/A-not applicable

<b>I. Student Materials and Teacher’s Guide</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
1. Students Materials					
a. Text provides learner with sufficient information to master objectives with variety examples from simple to complex.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Appearance/appeal; practical for classroom use; quality/durable; readability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Teacher’s Guide					
a. Easy to use, clear learning objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Teaching strategies for variety, motivation, follow-up, extension, remediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Variety of assessment options with answer keys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. Bias Content</b>					
1. Presents more than one viewpoint of controversial issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Presents ethnic groups realistically; non-stereotypical models.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Promotes positive attitudes toward cultural differences, languages, heritage, and the disabled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Includes the contributions, inventions or discoveries made by various groups and/or individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Facilitates the sharing of cultural differences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Roles presented realistically/non-stereotypically and in a manner that promotes pride.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. Content</b>					
1. Material provides sufficient scope and sequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Information is clear and concise; presents accurate facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Material aligns with state and district standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Resources available for assessing student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Program meets the needs of:					
Students are above standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are at standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are below standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequacy of learning activities					
Students are above standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are at standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are below standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Involvement of learner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Adaptability to varying engagement levels of student ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Clarity and conciseness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>