

<b>CHECKLIST FOR SCHOOL COMMITTEE'S RECOMMENDATION OF INSTRUCTIONAL MATERIAL</b>
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**To be completed by the site committee assembled to recommend material for Board approval/adoption.**

The purpose of this form is to insure careful and thoughtful selection of quality electronic, print and video instructional materials for student use as part of classroom instruction, on an individual basis, for study or reading.

This form does not apply to materials used only for teacher resource, materials from California State Department of Education, Fresno County Office of Education or materials previously District approved/adopted.

**School Site** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publisher/Author** \_\_\_\_\_

**Type of material (check)**

- Basic Instructional materials (System) {E.C. 60010 (a)}**
- Instructional materials (Including sets) {E.C. 60010 (h)}**
- Supplementary instructional materials {E.C. 60010 (l) 1-4}**
- Technology-based materials {E.C. 60010 (m)}**
- Test {E.C. 60010 (a)}**

**A. PURPOSE:**

Course/Subject: \_\_\_\_\_

1. What is the purpose, theme, or message of the material? \_\_\_\_\_

\_\_\_\_\_

2. Is the material up-to-date?  Yes  No

3. Are information sources well documented?  
 Yes  No  Not applicable

4. Are translations and retellings faithful to the original?  
 Yes  No  Not applicable

**B. APPROPRIATENESS**

5. Is the material aligned with State & District adopted standards?  
 Yes  No

- 6. Does the material promote the educational goals and objectives of the curriculum of the district?  
 Yes       No
- 7. Is the material appropriate to the level of instruction intended?  
 Yes       No
- 8. Are the illustrations appropriate to the subject and age level(s)?  
 Yes       No
- 9. Is the material culturally appropriate?  
 Yes       No

**C. CONTENT:**

- 10. Does this material present information not otherwise available?  
 Yes       No
- 11. Does this material give a new dimension or direction to its subject?  
 Yes       No

**D. REVIEWS:**

- 12. Source of review: \_\_\_\_\_  
 Favorably reviewed       Unfavorably reviewed
- 13. Does this title appear on one or more recommended lists?  
 Yes       No  
 If the answer is yes, please list the titles of the recommended lists.  
 \_\_\_\_\_

**Additional comments:** \_\_\_\_\_  
\_\_\_\_\_

**Recommendation by School Committee for Adoption/Approval of Materials:**  
\_\_\_\_\_  
\_\_\_\_\_

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

Signatures of Instructional Materials/Electronic Resources Committee:  
\_\_\_\_\_  
\_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

Adapted from: Selection Policy: A Guide to Writing and Updating. Michigan Association for Media in Education, 1977.