

## CHECKLIST FOR SCHOOL COMMITTEE'S RECOMMENDATION OF INSTRUCTIONAL MATERIAL

**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.

Form approved: 1/3/06

CENTRAL UNIFIED SCHOOL DISTRICT  
Fresno, California