

INSTRUCTIONAL MATERIALS PURCHASE REQUEST

Program 7156 IMFRP ☐ or Program 6300 Lottery ☐

☐ **For 22-23** ☐ **For 23-24**
☐ **New course** # of sections _____ # of class sets requested _____
☐ **Reorder** Reason for REORDER: ☐ **Growth** ☐ **Damaged/Lost**
☐ **New Adoption Old Course**

Requestor: _____ Department/School: _____

Course: _____ Date of Request or Reorder: _____

Title of Text: _____

Publisher & Date of Publication: _____

No. of books requested: _____ Total cost of purchase: _____
(Please attach copy of purchase order or pay voucher.)

7156 IMFRP* – Use for standards-based texts or “basic instructional material” (defined as “designed for use by pupils as a principal learning resource and that meet in organization and content the basic requirements of the intended course. IMFRP funds may be used to buy:

- Instructional materials, including supplementary materials and technology-based materials from any source
- In-service training related to instructional materials
- Re-binding for books still on the most recent adoptions list
- Tests (Note: Basic instructional materials)

Funds may not be used to purchase supplies, equipment or computer hardware. EC 60010(a)

6300 LOTTERY* – Use for instructional materials defined as “all materials that area designed for use by pupils and their teachers as a learning resource and to help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials and tests.” EC 60010(h)

**Materials purchased must be reviewed by the Board for alignment with SBE guidelines and approved content standards.*

Attach publisher’s certification to document alignment with State Standards. If not available, please explain the review process that was used to determine that these materials meet the State guidelines; list the names of individuals involved in the review process and briefly summarize your findings.

To ensure textbook/instructional materials alignment between the schools for like courses, please have signatures from Department Coordinator’s from both MVHS and LAHS below. This constitutes a district-wide commitment to adopt the same text.

LAHS Department Coordinator’s Signature: _____ Date: _____

MVHS Department Coordinator’s Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

REVIEW BY EDUCATIONAL SERVICES DEPARTMENT

Approved: _____ Denied: _____

Comment: _____

Associate Superintendent Educational Services

Date
(over)

For Office Use Only

New book Board approval
date: _____

TEXTBOOK RATING FORM

2022-23

Name of Textbook: _____

Publisher: _____

☐ Please ✓ box if this is a **REORDER** and if a Textbook Rating Form was completed. (It is not necessary to complete the rating form again but please sign and date the verification on the bottom of the page.)

Rate each textbook sample using the scale below with "4" being the highest mark possible.

<u>Characteristics</u>	<u>Rating</u>			
1. Aligned with the following:				
• California Content Standards	1	2	3	4
• State Frameworks	1	2	3	4
• Other:				
• _____	1	2	3	4
• _____	1	2	3	4
2. Best teaching practices:				
• Authentic assessments	1	2	3	4
• Multiple assessment methods	1	2	3	4
• Use of technology	1	2	3	4
• Thematic/interdisciplinary connections	1	2	3	4
• Intervention activities for low-achieving students	1	2	3	4
• Use of projects/presentations	1	2	3	4
• Use of cooperative grouping	1	2	3	4
• Appeals to multiple intelligences	1	2	3	4
3. General textbook criteria:				
• Readability (Grade level: _____)	1	2	3	4
• Over-all aesthetic appeal to students	1	2	3	4
• Quality of supplemental materials	1	2	3	4
• Quality of assessments	1	2	3	4
• Clear order and presentation	1	2	3	4
• Appeal to culturally diverse students	1	2	3	4
• Well-defined units	1	2	3	4
• Quality of teacher edition	1	2	3	4
• Appropriate activities				
• Differentiation	1	2	3	4

TOTAL _____

I verify that this textbook is aligned with State Content Standards and/or Frameworks.

Name: _____

Title: _____

Date: _____