

FOR OFFICE USE ONLY:

Date request submitted \_\_\_\_\_

Date approved by IMC \_\_\_\_\_

Date approved by Board \_\_\_\_\_

**INSTRUCTIONAL MATERIALS EVALUATION FORM**  
2020P, APPENDIX A

COMPLETE THE FOLLOWING INFORMATION IN DETAIL:

The following information is intended to aid in the evaluation of instructional materials. This form is necessary for each set of materials considered for adoption and will be utilized by the IMC and available to the Superintendent.

I. Requested Material

Text or material name \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_ Type of Material \_\_\_\_\_

Publisher's recommended grade level of material \_\_\_\_\_

Interest level of material \_\_\_\_\_

If this is a series, provide Publisher's grade levels. Attached? **YES** **N/A**

If this is a series, provide further information. Attached? **YES** **N/A**

II. Course

Name of course(s) in which material will be used \_\_\_\_\_

Grade level(s) for which material will be used \_\_\_\_\_

Readability of material \_\_\_\_\_

Method of Determining Readability \_\_\_\_\_

Supply readability information if this is a series. Attached? **YES** **N/A**

III. Course Goals and Appropriateness to Subject

Selection of basic instructional materials must be consistent with District and course goals and District policy.

A. A copy of the course description and course goals for which this material is to be used **must** be attached. Attached? **YES**

B. This material is consistent with course description and goals. **YES** **NO**

C. This material is considered to further the educational philosophy and learning goals of the district. **YES** **NO**



VI. Worksheet of Comparative Analysis

Series or title, publisher and copyright: \_\_\_\_\_

Rate: (Low) 1 2 3 4 5 (High)

Format

1. Appropriate student editions (appearance size, color layout	N/A	1	2	3	4	5
2. Teacher's Guides are well organized (background information, objectives, teaching strategies outlined, answers provided, motivational ideas included, inclusion of script, bibliography.)	N/A	1	2	3	4	5
3. Appropriate support materials are available and coordinated to the text.	N/A	1	2	3	4	5

Effectiveness of Material

1. Appropriate teacher's manual.	N/A	1	2	3	4	5
2. Sequential development.	N/A	1	2	3	4	5
3. Provides re-teaching and additional materials.	N/A	1	2	3	4	5
4. Provides for measuring student achievement.	N/A	1	2	3	4	5

Content

1. Consistent with course and District goals.	N/A	1	2	3	4	5
2. Offers and accurate and/or realistic treatment of the subject.	N/A	1	2	3	4	5
3. Incorporates balanced viewpoints.	N/A	1	2	3	4	5
4. Stimulates critical, creative thinking.	N/A	1	2	3	4	5

Sex/Racial/Ethnic Bias

1. Males and females are equally represented.	N/A	1	2	3	4	5
2. Stereotyping of language regarding sex is avoided.	N/A	1	2	3	4	5
3. Material(s) contains racial/ethnic balance in characters and presentation.	N/A	1	2	3	4	5
4. Vocabulary of racism is avoided.	N/A	1	2	3	4	5

*Pages 3-4 may be reproduced for consideration of more than one series or title.*

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|--|-----|---|---|---|---|---|
| 5. Promoted the diverse character of the United States (portrays cultural differences; treats all humans with respect, dignity and seriousness; positive presentation of heritage and culture; portrays families realistically; portrays the handicapped realistically). | N/A | 1 | 2 | 3 | 4 | 5 |
| 6. Portrays sexes, socioeconomic groups, ethnic groups, etc., in an appropriate manner.  | N/A | 1 | 2 | 3 | 4 | 5 |

Literary Value

- |   |     |   |   |   |   |   |
|---|-----|---|---|---|---|---|
| 1. Is appropriate to expected intellectual readiness of students. | N/A | 1 | 2 | 3 | 4 | 5 |
| 2. Stimulates critical, creative thinking.                        | N/A | 1 | 2 | 3 | 4 | 5 |
| 3. Information/material is of a lasting significance.             | N/A | 1 | 2 | 3 | 4 | 5 |

VII. Tabulation of Comparative Analysis

This tabulation is meant to aid in the recommendation of materials and is not the only factor to be considered in selection of materials. The tabulations should be considered along with such items as narrative information, subject area, teachers' opinions, publisher provided material, etc.

- A. Format \_\_\_\_\_
- B. Effectiveness of material \_\_\_\_\_
- C. Content \_\_\_\_\_
- D. Sex/Racial/Ethnic Bias \_\_\_\_\_
- E. Literary value \_\_\_\_\_
- TOTAL RATINGS** \_\_\_\_\_

VIII. Special Notes

- A. List any special problems that may arise related to sex, race, or ethnic bias and how they will be handled in a classroom.

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B. List any special features of this text or series that contributed significantly to its choice for recommendation.

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C. List other titles considered for selection.

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D. Additional rationale for selection.

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Signature of Building Principal

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Date