WENATCHEE SCHOOL DISTRICT 246
REQUEST FOR APPROVAL OF INSTRUCTIONAL MATERIAL

All instructional material requests must come from the appropriate curriculum adoption team *after* **the need to adopt has been identified by the Department of Curriculum & Instruction, <u>and</u>** *after* **sample materials have been thoroughly reviewed and evaluated using identified rubrics.**	**FOR OFFICE USE** **Date request submitted**_____ **Date approved by IMC** _____ **Date approved by Board** _____

> ➢ **Complete all below sections of this form.**
> ➢ **Send completed form to Curriculum Director and attach completed rubrics.**

<u>**General Information:**</u>

1. Curriculum Adoption Team **Content Area** submitting the request: _____

2. Type of material being requested: Book_____   Video_____   Software_____

      Open Educational/Online Resource_____ Other_____

3. Material being requested for: Core Curriculum Adoption_____   Supplemental use_____

4. Title_____

5. ISBN _____ Copyright Year_____ Edition_____

6. Author:_____ Publisher_____

<u>**Planned Use:**</u>

7. Name of the course(s) in which material will be used:_____

8. Grade level(s) for which material is being requested:_____

9. ***Reading readability level/range_____ What formula? _____

10. Will this material be replacing existing material? _____If so, what_____

11. Describe why the requested material is needed (how it supports student learning objectives, etc.; Attach a second page if more space is needed.)

_____

_____

_____.

12. List titles of other materials that were reviewed/evaluated, but were <u>not </u>selected for adoption:

Title: _____Publisher:_____

Reason(s) not selected: _____

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13. Title: _____Publisher:_____

Reason(s) not selected: _____

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*How to determine Readability level using Microsoft Office Word

Set up computer — Microsoft Office (WORD)

1.   On the **WORD** menu, click **Preferences**, and then click **Spelling & Grammar**.
2.   Select the Check **Grammar with Spelling** check box.
3.   Select the **Show Readability Statistics** check box, and then click OK.
4.   On the Tools Menu, click Spelling and Grammar. Make changes or click Ignore and then click Next Sentence.
        When Word finishes checking spelling and grammar it displays information about the reading level of the document.

Procedure: Randomly select three sample passages of 100 words and type into Microsoft Office WORD. When finished, go to **Tools** and click on **Spelling and Grammar**. This will give you a Flesch-Kincaid Grade Level Readability.