Ferndale School District Administrative Procedures No. 2311 P-1 Attachment 4

## REQUEST FOR APPROVAL TO PILOT INSTRUCTIONAL MATERIALS

Directions: Complete this form in its entirety. Secure the signature of the building principal and program director (special education, instructional services, etc.) if appropriate. Send to the director of curriculum and instruction <u>one month</u> prior to acquisition and use of materials.

Title	
Author	
Publisher	
Copyright Date	Readability Level
Will publiser grant permission to reproduce wi	ithout copyright infringement?
Intended Use Basic text Supplement	nentary
Type of Material (e.g., book, periodical, softwa	re, film, etc.)
Grade Level(s) Su	bject Area Reading Level
Dates of Pilot to	Number of Students Involved
Reasons for requesting pilot:	
Steps to be followed for evaluation of materials	::

Are these materials free of racial, ethnic, and sexual bias according to the criteria in policy and procedures 2311-- Instructional Materials and Resources?

If materials contain racial or other bias, list the specific materials and/or activities that will be used to compensate for bias? (e.g., guest speakers, library titles, films, and other supplementary resources.)

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## \*Budget Implications:

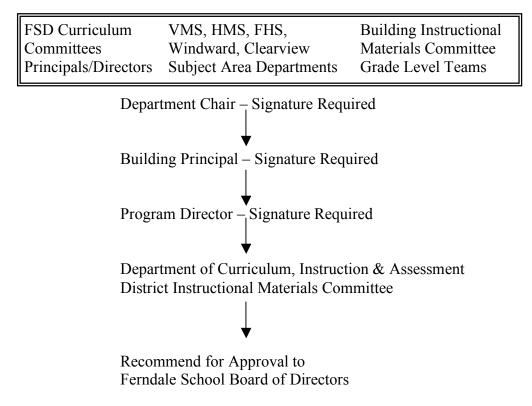
What is the cost of these instructional materials per student?

What is the cost of the related teacher materials? \$\_\_\_\_\_

List the supplementary resources you are requesting also be purchased to support these instructional materials:

	Item	Cost	Rationale
		\$	
Are there c	onsumable mate		placed each year? 🖸 Yes 📮 No
t yes, plea	se indicate costs	per student per year	:: \$
	quipment needs o Yes No	or additional supplie	es that must be purchased to support these instructi
If yes, Item	Cost	Rationale	
	\$		
	\$		
Any other	budget considera		
f approvec	l which budget w	vill be responsible to	o cover the costs of these pilot materials?
Signature of Person Requesting Materials:			Date:
Signature of Building Principal:			Date:
Signature of Program Director:			Date:

## **REQUEST FOR APPROVAL** *to Pilot* **BASIC AND/or SUPPLEMENTARY INSTRUCTIONAL MATERIALS**



\*If funding at the district level is being requested, all approval forms must be submitted to the Curriculum Department by March 1 for incorporation into the budget for the coming year. If funding is at the building and or program level and funding is currently available, this form may be submitted at any time.

\*\*Teachers are required to use FSD Board Adopted Basic and Supplementary Instructional Materials regardless of funding source.