

Core Instructional Material Purchase Approval Form

This form must be completed, signed by the school principal, signed by the school supervisor, and attached to the shopping cart before purchases are processed. Please refer to the directions on page three for details of the approval process.

School _____

Name of Person Completing Form _____ Date _____

Content Area _____ Course(s)/Grade(s) _____

Instructional Material Name, Publisher, Edition, ISBN

Quantity _____ Funding Source _____

1. I acknowledge that this instructional material is on the District adopted list.

Yes (School supervisor signature not required.)

For a list of adopted materials, please refer to <https://ccsd.net/departments/purchasing-warehousing/adopted-textbook-buy-guides>.

*Per Nevada Revised Statutes (NRS) 389.880, adopted textbooks must be used.

Advanced Placement (AP) Courses Only

2. Is this instructional material included on the course syllabus that was approved by the College Board AP Course Audit?

Yes (School supervisor signature not required.)

No

International Baccalaureate (IB) Courses Only

3. Is this instructional material reviewed and approved by the IB (contains the "In-cooperation with IB" logo) or is co-published with the IB (John Catt Educational, Hodder Education, or Oxford University Press)?

Yes (School supervisor signature not required.)

No

Please refer to <https://www.ibo.org/become-an-ib-school/ib-publishing/co-publishing/> for more information.

Principal's Name

Principal's Signature

Date

School Supervisor approves denies this purchase (please check appropriate box).

School Supervisor's Name

School Supervisor's Signature

Date

Supplemental/Intervention Instructional Material Purchase Approval Form

This form must be completed, signed by the school principal, signed by the school supervisor, and attached to the shopping cart before purchases are processed. Please refer to the directions on page three for details of the approval process.

School _____

Name of Person Completing Form _____ Date _____

Content Area _____ Course(s)/Grade(s) _____

Instructional Material Name, Publisher, Edition, ISBN _____

Quantity _____ Funding Source _____

Instructional Material will be used for Tier I Tier II/III

1. Describe the review process that was used to identify the strengths and weaknesses of this supplemental/intervention instructional material.

2. Rationale for choosing this supplemental/intervention instructional material.

3. Is this supplemental/intervention instructional material aligned to the Nevada Academic Content Standards?

4. What is the core instructional material for instruction for this grade/course? _____

5. If this is being used for Tier I instruction, how will this supplemental/intervention instructional material enhance the core instructional material for this grade/course?

6. Has this supplemental/intervention instructional material been used before at this school? _____

a. If yes, provide data or evidence of the effectiveness of this supplemental/intervention instructional material.

b. If no, what evidence exists that this supplemental/intervention instructional material is effective (i.e. What Works Clearinghouse, evidenceforESSA.org, etc.)?

Principal's Name

Principal's Signature

Date

School Supervisor approves denies this purchase (please check appropriate box).

School Supervisor's Name

School Supervisor's Signature

Date

Instructional Material Purchase Approval Form Directions

The appropriate form (Core or Supplemental/Intervention) must be completed when instructional materials are purchased using the SAP Enterprise Portal (SAP).

Core Instructional Material

Per NRS 389.880, the textbooks adopted by the State Board of Education must be used in the public schools in this State, and no other books may be used as basic textbooks. A list of Clark County School District (CCSD) adopted textbooks can be found on the Purchasing Department's Web site <https://ccsd.net/departments/purchasing-warehousing/adopted-textbook-buy-guides> and are available for preview at the library in the Curriculum and Professional Development Center. If the material is not on the adopted list, the purchase should be denied to remain in compliance with NRS 389.880. Per NRS 389.880, any school officer or teacher who violates the provisions of NRS 389.840 to 389.880, inclusive, or knowingly fails to follow the regulations of the State Board relating to use of textbooks shall be subject to a fine. If the instructional materials being purchased are on the list of CCSD adopted textbooks, the school supervisor does not need to sign the form, and only the principal's signature is required.

Advanced Placement (AP) and International Baccalaureate (IB)

CCSD does not have adopted textbooks for AP and IB courses.

If the requested material is for an AP course, it should be listed on the course syllabus that was submitted to and approved by the College Board AP Course Audit for that course. If the instructional materials being purchased are approved course syllabus, the school supervisor does not need to sign the form, and only the principal's signature is required. If it is not listed on the approved syllabus, the purchase should be denied.

If the requested material is for an IB course, it must be reviewed and approved by the IB or co-published with the IB. If the material is reviewed and approved by the IB, it will contain the "In-cooperation with IB" logo. The three co-publishers include John Catt Educational, Hodder Education, and Oxford University Press. If the instructional materials being purchased align with either criteria, the school supervisor does not need to sign the form, and only the principal's signature is required on the form. If the material does not fit either of the criteria, the purchase should be denied.

Supplemental/Intervention Instructional Material

Supplemental materials are used to reinforce and extend a basic program of instruction (NRS 389.840). Supplemental materials do not need to be on an approved list to be purchased.

The person requesting to purchase the supplemental materials should complete questions one through six on the form to provide information about the supplemental/intervention material.

Approval Process

Approval Guidelines

- Core material should only be approved if they are CCSD-approved textbooks. If they are CCSD-approved textbooks, the school supervisor does not need to sign and only the principal's signature is required.
- AP materials should only be approved if they are listed on the course syllabus that was submitted to and approved by the College Board AP Course Audit for that course.
- IB materials should only be approved if they are reviewed and approved by the IB or co-published with the IB.
- For supplemental materials, the person authorizing the form should review the responses to ensure the materials will enhance the current curriculum and contribute to increasing student achievement.

Once the form is completed, it should be signed by the principal and distributed to the school's supervisor by the principal. After reviewing the form, the school's supervisor should check the appropriate box to approve or deny the purchase, sign the form, and return it to the school principal. The approved form with all the required signatures should be scanned and attached to the shopping cart in SAP. Once the shopping cart has all of the proper documentation attached, including the signed Instructional Materials Purchase Approval Form, the school may submit the shopping cart.

Purchasing Department Responsibilities

The Purchasing Department will approve any shopping cart with the approved, signed Instructional Materials Purchase Approval Form attached. If the shopping cart does not have the approved, signed Instructional Materials Purchase Approval Form attached, the Purchasing Department will contact the school to inform them the shopping cart cannot be approved without the approved, signed form attached.