

Instructional Materials Approval and Purchase Checklist



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MATERIALS RECOMMENDATION

- ☐ All evaluations completed and submitted
- ☐ Committee participation verified and includes at least one parent
- ☐ Clear rationale documented for recommended materials
- ☐ Public and stakeholder feedback reviewed and considered

SCHOOL BOARD APPROVAL PROCESS

- ☐ 20-day public review period completed
- ☐ Public Hearing at School Board meeting
- ☐ School Board approval meeting (separate from public hearing)
- ☐ 30-day objection window monitored

OBJECTION READINESS

- ☐ Objection Form available to the public and posted on district's website
- ☐ Internal process established for handling objections
- ☐ Documentation organized to support decisions
- ☐ Roles and responsibilities identified for hearings
- ☐ Public Hearing scheduled within 30 days after the end of the 30-day Objection Period

ENROLLMENT AND NEEDS ANALYSIS

- ☐ Student enrollment in courses for the upcoming year verified
- ☐ Teacher counts confirmed
- ☐ Materials identified for all users (students, teachers, support staff, coaches, etc.)
- ☐ Enrollment growth and changes considered

BUDGET FINALIZATION

- ☐ Final cost estimate updated
- ☐ All components included (core, digital, teacher materials, replacements)
- ☐ Funding sources confirmed
- ☐ Budget aligned with district guidelines

PURCHASE PLANNING

- ☐ Order quantities finalized
- ☐ Decision made on full purchase or phased approach
- ☐ Vendor requirements confirmed
- ☐ Purchase timeline aligned (within 3-year window of state's adoption cycle)

PROCUREMENT AND ORDERING

- ☐ Materials purchase approved as separate board agenda item
- ☐ Purchase orders submitted
- ☐ Approved vendor or depository confirmed
- ☐ Delivery timelines verified
- ☐ Communication to schools to expect new materials

IMPLEMENTATION READINESS

- ☐ Distribution plan established (Communication to School Administrators and District Content Leads)
- ☐ Digital access set up and tested
- ☐ Teacher training planned
- ☐ New materials added to district inventory
- ☐ Materials ready for classroom use

FINAL CHECK

- ☐ All steps documented and compliant
- ☐ Cross department alignment confirmed (curriculum, IT, finance, leadership)
- ☐ Clear communication plan in place for stakeholders