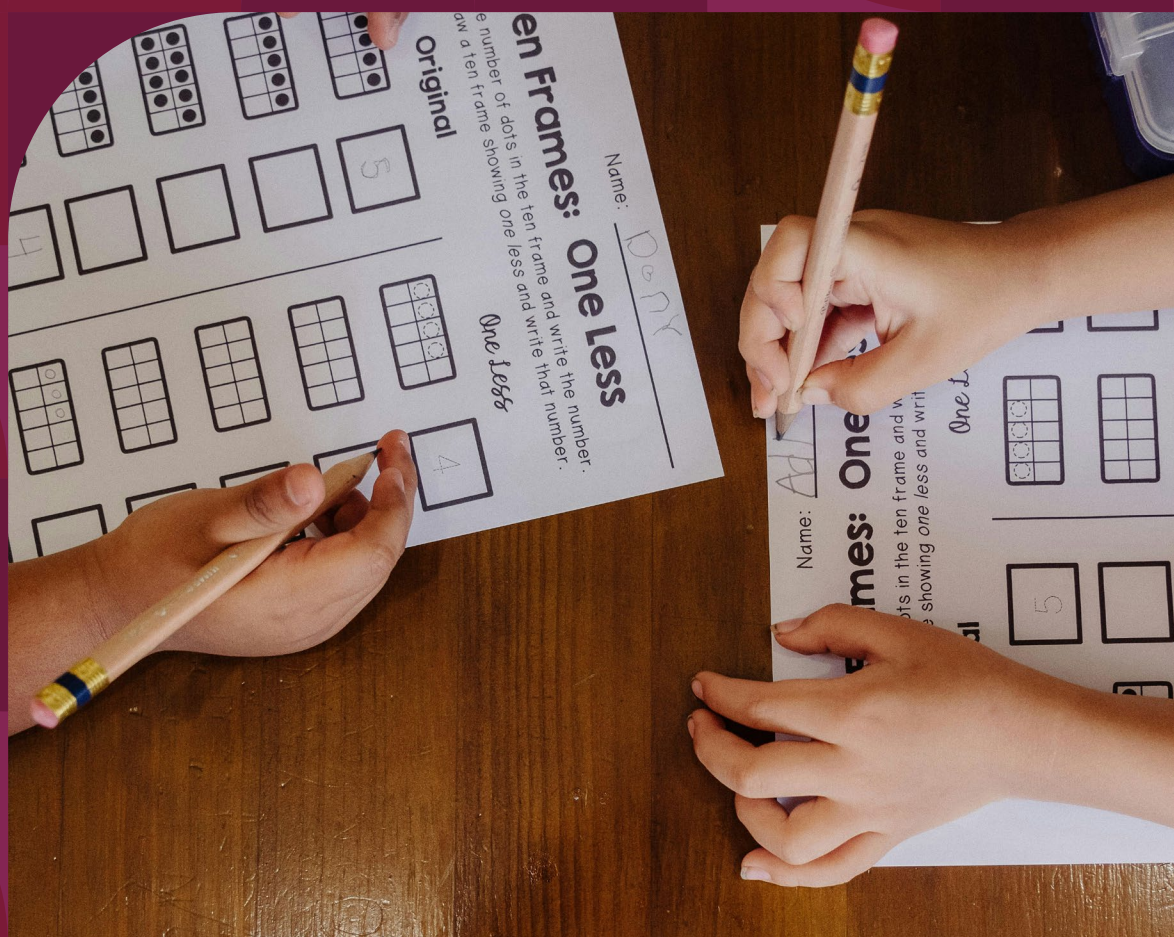


Instructional Materials Statutory Compliance Checklist



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ANNUAL REQUIREMENTS

- ☐ District Documents: due annually <https://www.fldoe.org/file/5574/Due-Date-FINAL.pdf>
- ☐ Districts are required to publish on their website, in a searchable format prescribed by the FLDOE, a list of all instructional materials.

ADOPTION REQUIREMENTS

- ☐ Recommendation Meeting
 - ☐ Meeting Noticed (district-specific requirements)
 - ☐ Open to the Public
 - ☐ Includes parents of students who will have access to the materials
- ☐ 20-day Public Review
 - ☐ Post digital access to student versions of materials recommended for adoption at least 20 days prior to the Public Hearing
- ☐ Public Hearing at School Board Meeting
 - ☐ Meeting Noticed (district-specific requirements)
 - ☐ Open and noticed school board hearing to receive public comment on the recommended instructional materials
- ☐ School Board Approval of the Adoption of the Instructional Materials (must be a separate meeting from the Public Hearing)
 - ☐ Meeting noticed (district-specific requirements)
 - ☐ Submitted as a separate line item on a non-consent agenda with the opportunity for public comment
 - ☐ Includes a plan to identify any instructional materials that will be purchased
- ☐ 30-day Objection Period
- ☐ If a petition ([Specific Material Objection Template](#)) is received during the 30-day objection period, a public hearing must be held within 30 days of the expiration of that 30-day objection period with an unbiased and qualified hearing officer.

- ☐ Purchase submitted to School Board for approval as a separate line item on a non-consent agenda with the opportunity for public comment [1006.28(2)(e)(2)]
- ☐ Purchase (Earliest allowable purchase date: April 1st [1006.34])
 - ☐ Requisition adopted materials from the depository (FSBD) of the publisher [1006.37]
 - ☐ Purchase must be made within the first 3 years of the adoption cycle
- ☐ Materials Delivery
 - ☐ Add new materials to school/district inventory (not required by statute as part of the adoption process but districts must “provide for proper requisitioning, distribution, accounting, storage, care and use of all instructional materials”. [1006.28(2)(b)])
- ☐ Out-of-Adoption Materials Disposal
 - ☐ Remove all Out-of-Adoption Materials from school/district inventory
- ☐ Implementation Date