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GUIDANCE MEMORANDUM 26-05

TO: All Local Education Agencies

FROM: Dr. Victor Wakefield, Superintendent of Public Instruction 

DATE: February 6, 2026

SUBJECT: Interim Instructional Materials Adoption Process

Introduction

The Nevada Department of Education (NDE), in partnership with the Nevada State Board of Education (SBE), is implementing an interim process to restart Nevada's instructional materials adoption process. This approach supports timely access to high-quality instructional materials (HQIM) while a permanent statewide framework is finalized. The interim process is designed to ensure consistency, transparency, and standards alignment in the review and recommendation of instructional materials for state adoption.

Purpose

The guidance provides Local Education Agencies (LEAs) with clear actionable direction for conducting instructional materials review and submitting recommendations for state adoption. This guidance ensures that all school districts remain in compliance with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) while maintaining alignment with the Nevada Academic Content Standards (NVACS).

All guidance documents, forms, rubrics, and submission resources related to the interim instructional materials adoption process are available on the [NDE Instructional Materials Adoption](#) webpage.

Statutory Authority

The procedures outlined in this memorandum are governed by the following:

- NRS 389.840–389.880: Definitions and requirements for the selection and purchase of textbooks.
- NAC 389.854–389.880: Specific regulations regarding the establishment of textbook review committees and evaluation criteria.

Interim Review and Submission Process

The interim adoption process allows for rolling submissions throughout the year. LEAs must adhere to the following steps to ensure their recommendations can be advanced to SBE:

1. Establish a Textbook Review Committee: The superintendent forms a committee of at least three members, including licensed teachers in the subject area, administrators or specialists, and a parent of a pupil enrolled in the district.
2. Conduct Review Using State Rubrics: Committees must use NDE-provided rubrics to assess standards alignment, accuracy, and the representation of diverse groups.
3. Mandatory Thresholds: Reviewers must first evaluate NVACS Alignment and Student Accessibility; if the material does not meet these criteria, the evaluation must be discontinued.
4. Community Review: Prior to final recommendations, districts must provide parents and community members an opportunity to review the materials and submit written comments.
5. Submit Recommendations to the Superintendent: The committee forwards completed rubrics (Form IM-02) and meeting notes to the superintendent for compliance review.
6. Submission to NDE: Documentation, including the Certification of Compliance (Form IM-03), must be submitted via the Instructional Material Adoption Submission Portal.
7. NDE Validation and Final Adoption: NDE validates the submission for statutory compliance and grade-level alignment before presenting it to the State Board for final adoption.

Deficient submissions will be returned to districts for correction within 45 days. Failure to comply with the established process may result in delays or rejection of submissions. To help avoid delays in the adoption of instructional materials, LEAs are encouraged to use the Instructional Materials Adoption Request Checklist (IM-01) to track progress through these requirements.

cc: Lisa Ford, Interim Deputy Superintendent, Student Achievement Division
Andrew Snyder, Education Programs Professional, Office of Teaching and Learning