

INSTRUCTIONAL MATERIAL EVALUATION REPORT

Return to:
State Instructional Material Adoption
NEVADA DEPARTMENT OF EDUCATION
755 North Roop Street
Suite #201
Carson City, NV 89701

Requests for Instructional Material Adoption must be

1. Completed by the School District on the Instructional Material Evaluation Report TA-02 Form with official original signature.
2. Received by the Department of Education 60 days prior to a scheduled meeting of the State Board of Education.
3. Evaluations received by the Department after the allotted timeframe will be processed and placed before the State Board of Education at the first available scheduled meeting of the State Board of Education.
4. Evaluations received by the Department after the 60 days will be considered by the State Board of Education during the following scheduled meeting of the State Board of Education .

School District _____

Date(s) of Committee Selection _____

Date Submitted _____ By _____
(Signature of Committee Representative)

Contact Phone: _____ FAX: _____ E-Mail: _____

Program of Study _____ Grade Level(s) _____

A. INSTRUCTIONAL MATERIALS

Title _____
(Print EXACT Title as shown On Title Page)

Author(s) _____

Publisher _____ ISBN# _____

Publisher's Address _____

Latest Copyright Date: _____ Revision Date (if applicable): _____ Edition # (if applicable): _____

Note: The District is required to submit the Content Specific Instructional Materials Rubric used with the Summary Listing that confirms the alignment to the Nevada Career and Technical Content Standards. And in addition, a Completed Instructional Material Evaluation Report must include: Original and 1 copy of Report, Form TA-02 (pages 1-5), plus 1 copy of the Instructional Material Title Page (front and back).

Title of Instructional Material

(Print EXACT Title as shown On Title Page)

Nevada Department of Education

NRS 389.852, 854, 856, 858, 860, 862, 864, 866, and 868

Instructional Material Adoption Procedures

CERTIFICATION of COMPLIANCE

I HEREBY CERTIFY that, to the best of my knowledge, the Instructional Material (titled above) was compared to the Nevada Career and Technical Standards and this district’s curriculum goals and objectives, and has been found to support and be consistent with the standards. I have on file the Rubric used in making the evaluation of this instructional material that matches alignment to the state content standards in the appropriate subject area/curriculum used for this report.

District Name _____

Signature,
Designated District Representative _____

Print Name _____

Title _____

FOR NEVADA STATE DEPARTMENT USE ONLY

Date Received:

Approved:

B. EVALUATION PROCEDURE

Method: Committee(s)

As outlined in NAC 389, the evaluation committee must include a teacher or teachers who are licensed to teach the subject areas or grade levels in which the instructional material is being considered for use, an administrator or curriculum specialist and at least one parent of a pupil who is enrolled in the school district. Additional members may be appointed at the discretion of the district superintendent.

Listed below are the members of the evaluation committee and their designated representation on the committee who have determined these materials align to support the **Nevada Career and Technical Education Standards** for the subject area.

Names of Committee Members

**Representation
(Grade Level/Subject if applicable)**

_____	_____
_____	_____
_____	_____
_____	_____

1. List below the times and locations that parents of pupils enrolled in the district and other members of the community were afforded an opportunity to review the instructional material, to determine the alignment of the instructional material to the Nevada Career and Technical Education Standards both in content and in process, and to submit written comments to the committee before the final recommendations were made:

Date/Time

Location

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. EVALUATION CRITERIA

As certified to on page 2 of this report, the Instructional Materials has been aligned to the Nevada Career and Technical Education Standards and this district's curriculum Goals and Objectives and is consistent with these standards, with the following exceptions:

= NO EXCEPTIONS noted. =EXCEPTIONS noted.

If EXCEPTIONS were noted, *provide a detailed response for each*, using the content specific rubrics, making copies of that page as needed.

Districts must **respond to all** items listed on the content specific rubrics. Any "Inadequate" or "N/A" in the District's *response requires a written comment/explanation, and justification to be submitted.*

D. TEMPLATE/RUBRIC and LISTING OF SUMMARY STEPS undertaken that describes the steps completed to reach the decision in the selection of the instructional material is on file at the district offices. **Additionally**, the **District** may elect the **OPTION** to create its own Rubric and secondly to further submit the Rubric used in reaching their decision on the selection of the instructional material to this **Report**.