



**Instructional Materials Adoption Request Checklist
for
Nevada School Districts**

*(Per, Nevada Revised Statute (NRS) 389.840–389.880 and
Nevada Administrative Code (NAC) 389.854–389.880)*

- 1. Refer to the Nevada Department of Education’s (NDE) [Instructional Materials \(IM\) website](#) to view the current list of state-adopted IMs. IMs that appear on the approved list may be selected by the school district for immediate use.
- 2. Convene a committee as described in [NAC 389.854](#) that will review and evaluate IMs not on the current list of state-adopted IMs list.
- 3. The committee completes the evaluation of the IM, as specified in [NAC 389.856 to 389.862](#). The High-Quality Instructional Materials (HQIM) Form ([IM-02](#)) and the [Standards Alignment Form\(s\)](#) are to be completed during this phase.
- 4. The district provides parents/guardians and community members an opportunity to review the IM and submit written comments, in accordance with [NAC 389.860](#).
- 5. District staff complete the Certification of Compliance Form ([IM-03](#)) and submit the following materials via the [Instructional Material Adoption Submission Portal: Form IM-02, Form IM-03](#), the [Standards Alignment Form\(s\)](#), any additional documentation required under [Form IM-03](#), a summary of the steps undertaken to reach the selection decision, and any additional district-developed rubrics used.
- 6. NDE evaluates the IM and validates all documentation submitted.
- 7. NDE submits IM adoption recommendations to the State Board of Education for final approval pursuant to [NRS 389.850](#).
- 8. Adopted materials are placed on the official IMs list found on the [IM website](#).