



NEVADA
Department of
Education

**Guidance for Requesting Review and Adoption of
Instructional Materials**

(Alignment to NRS 389.840–389.880 and NAC 389.854–389.880)

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Purpose

This guidance provides school districts with the required process for reviewing and recommending instructional materials for adoption. It ensures compliance with Nevada statutes and regulations, while maintaining consistency across districts and alignment to Nevada Academic Content Standards.

Authority

- NRS 385.080 Regulations.
- NRS 389.840(3) – Defines “unserviceable” instructional materials as those removed from the adopted list for more than 4 years.
- NRS 389.850 – The State Board of Education makes the final selection of all basic instructional materials (except charter schools).
- NAC 389.854 – Requires superintendents to establish district textbook review committees.
- NAC 389.856 Committee evaluation of instructional materials.
- NRS 389.860 – Governs contracts for instructional materials and prohibits sectarian or subversive doctrine.
- NAC 389.860 Opportunity for members of community to review instructional materials and electronic media and submit comments.
- NAC 389.862 Recommendations for adoption of instructional materials or electronic media: Effect of incorrect or inaccurate evaluation.
- NAC 389.864 Schedule for adoption of instructional materials and electronic media.
- NAC 389.866 Use of textbook or electronic media on experimental basis.
- NAC 389.868 Use of revised editions of adopted instructional materials or electronic media.
- NRS 389.860 – Governs contracts for instructional materials and prohibits sectarian or subversive doctrine.
- NRS 389.870 Enforcement by board of trustees of use of prescribed instructional materials; exception for charter schools.

Roles and Responsibilities

School District Superintendent

- Establishes a textbook review committee (NAC 389.854).
- Ensures membership requirements are met.
- Certifies that committee reviews are complete and submits recommendations to NDE.

Textbook Review Committee (NAC 389.856)

- Reviews proposed instructional materials using state-provided rubrics.
- Evaluates alignment to standards, diversity, accuracy, and exclusion of sectarian content.
- Forwards recommendations to the superintendent.

Nevada Department of Education (NDE)

- Validates district submissions for compliance.
- Consolidates recommendations into a statewide adoption report.
- Presents recommendations to the State Board of Education.

District Review and Submission Process

Step 1. Establish a Textbook Review Committee

- The school district's superintendent forms a committee per NAC 389.854(1).
- Minimum requirements: at least three members, including licensed teachers in the subject area, administrators or specialists employed by the school district, a parent of a pupil enrolled in the school district and any other member the superintendent deems necessary to serve.
- District documents committee membership and qualifications.

Step 2. Conduct Review Using State Rubrics

- Committees must use NDE-provided rubrics at a minimum.
- Rubrics assess standards alignment, representation and contributions of diverse groups, and overall accuracy.
- Parents/guardians of pupils enrolled in the school district, along with other community members, were afforded an opportunity to review the textbook and submit written comments to the committee prior to the final recommendations. per NAC 389.856 (8).

Step 3. Submit Recommendations to the Superintendent

- The district superintendent or designee submits the Certification of Compliance form (IM-03 Form) containing the committee's membership, completed rubrics, meeting notes, community review information, and final recommendation.
- Superintendent reviews for compliance with NAC 389.854–878.

Step 4. Submission to NDE

- The district superintendent or designee submits membership documentation, completed rubrics, and recommendations to NDE via the Instructional Material Adoption Submission Portal.

Step 5. NDE Validation: Ongoing throughout the year (rolling submissions)

- NDE checks committee composition, rubric completion, and statutory compliance. Deficient submissions will be returned to districts for appeals or corrections within 45 days.
- NDE reviews to ensure materials are aligned to the grade level Nevada Academic Content standards.

Step 6. State Board Final Adoption

- NDE compiles validated district recommendations.
- Validated submission is presented to the State Board for final adoption (NRS 389.850).

Step 7. Post-Adoption Requirements

- Adopted instructional materials are placed on the official list.
- Districts monitor the use of materials.

Compliance Reminder

Districts must strictly adhere to NRS 389.850–860 and NAC 389.854–880 to ensure their recommendations can be advanced to the State Board. Non-compliance may result in delays or rejection of district submissions.

Appendices

Appendix A: Forms (Districts complete and submit to NDE.)

- [Instructional Materials Adoption Request Checklist \(IM-01\)](#)
- [Certification of Compliance \(IM-03\)](#)

Appendix B: State Rubrics (Provided by NDE to ensure consistency in reviews.)

- [High-Quality Instructional Materials \(HQIM\) Evaluation Form \(IM-02\)](#)
- Nevada Academic Content Standards (NVACS) [Standards Alignment Forms:](#)
 - [Computer Science](#)
 - [English Language Arts \(ELA\)](#)
 - Fine Arts
 - [Fine Arts- K-8 Ensembles, Composition and theory, and Instruments](#)
 - [Fine Arts- K-12 Dance](#)
 - [Fine Arts- K-12 Media Arts](#)
 - [Fine Arts- K-12 Theater](#)
 - [Fine Arts- K-12 Visual Arts](#)
 - [Health](#)
 - [K-5 Math](#)
 - [6-12 Math](#)
 - [Physical Education \(PE\)](#)
 - [Science](#)
 - [Social Studies](#)
 - [World Language](#)

Appendix C: Submission Portal

- [Instructional Material Adoption Submission Portal](#)