

PLEASANTON UNIFIED SCHOOL DISTRICT

Departmental Request for Adoption of Textbook or Elective Book for Class Use

All departments or teachers must comply with Board Policies 6161.1 "Selection and Adoption of Textbooks, Instructional Materials.

Final approval of textbooks will be made by the Board of Trustees as required by law. These are to be submitted at appropriate intervals during the year by the Superintendent, with adequate discussion by staff of the educational context in which it will be used. Basic textbook adoptions shall be adopted for a period of not less than five (5) years.

The initiation of action is outlined in the Board Policies. The following information must be provided and forwarded to the principal through the department chairperson.

School: _____

Name of Staff Member making request: _____

Class for Use: _____

Name of Book: _____ Author: _____

Publisher: _____ Year: _____

This book is recommended to replace: _____

Reason for change: _____

Approximate cost per book: _____ Number of books to be purchased: _____

How the book(s) are to be used: _____
(State whether used as basic or supplementary text)

Values: _____

Weaknesses: _____

Alternative choice of book: _____

Building Evaluation Committee Approval: _____
Principal's Signature

District Evaluation Committee Approval: _____
Subject Area Liaison Administrator