

Snohomish School District No. 201  
Curriculum and Instruction

Instructional Materials Committee (IMC) Procedural Checklist  
for Basic Curricular Materials Outside the Adoption Cycle

This form is to be completed by the Executive Director for Teaching and Learning Services or designee for the purposes of recommending basic curriculum/curricular materials outside of the regularly scheduled adoption rotation cycle. Please complete this form by placing date to the left of each activity and returning it to Teaching and Learning Services two weeks prior to the curriculum materials committee when the basic curriculum/curricular materials will be presented. Additional information may be attached.

1. The reason that the basic curricular material is being requested out of sequence is as follows (please check applicable criteria):

- a. Basic curricular materials are older than ten years.
- b. Basic curricular materials were close to being published, but were not available at the time the adoption was submitted (i.e., within a six-month to one year period of time).
- c. The nation produced standards and publishers responded with basic curricular materials which include those standards, but which do not change the fundamental philosophy, rationale or outcomes of that curriculum area.
- d. Basic curricular materials reflect political, social and economic change(s) in our society or culture.
- e. A publisher has updated currently adopted basic curricular materials.
- f. Other: \_\_\_\_\_  
\_\_\_\_\_

2. The following conditions have been met:

- a. Funds are available within the school budget through reprioritization of students' and teachers' needs.

3. The following steps have been completed (please indicate dates/attach information):

- a. The teacher used Form 2123F.1 to request the basic curricular materials to the principal.
- b. The principal and teacher submitted the request (Form 2123F.1) to the Executive Director for Teaching and Learning Services.
- c. The Executive Director for Teaching and Learning Services determined whether this request impacted an individual course/class or a district program.
- d. If the request impacted only an individual course/class, input was gathered from those affected prior to the request being forwarded to the curriculum materials committee.
- e. If the request impacted beyond the individual course/class the request was submitted to the appropriate curriculum committee for study and review, as well as to those affected to the request being forwarded to the curriculum materials committee.