

## Alternative Textbook Approval Request

Name of Teacher \_\_\_\_\_ Name of School \_\_\_\_\_

Course/grade level: \_\_\_\_\_ Publisher: \_\_\_\_\_

Text title: \_\_\_\_\_ Date of publication: \_\_\_\_\_

Edition: \_\_\_\_\_ List price of text: \_\_\_\_\_

Author: \_\_\_\_\_ Estimated reading level: \_\_\_\_\_

Supplementary materials:

Reason(s) for request:

Brief annotation or summary of purpose of requested text:

Strengths of requested text:

Weakness of requested text:

Process of approval	Initial	Date
1. Curriculum Committee approval (Chair)		
2. Principal (Senior Academies)		
3. Conference Superintendent (Jr. Academies)		
4. Union Office		
Approved for Time/Dates/Year:		

**ALTERNATIVE TEXTBOOK EVALUATION REQUEST FORM**

**COMPONENTS OF PROGRAM**

**Basic**

**Supplementary**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Listed below are important items to consider in evaluating a textbook for student use. Please rate each item with the score you think it merits.

Excellent – 3                  Good – 2                  Fair – 1                  Poor – 0

**GENERAL FORMAT**

**I. ADVENTIST OVERVIEW**

**COMMENTS**

**RATING**

A. Philosophy	_____	_____
B. Content	_____	_____
C. Illustrations	_____	_____

Excellent – 3

Good – 2

Fair – 1

Poor – 0

**II. PHYSICAL FEATURES**

**COMMENTS**

**RATING**

A. General appearance

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B. Paper quality

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C. Durability

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D. Typeface

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**III. CONTENT & METHOD**

**COMMENTS**

**RATING**

A. Organization

1. Arrangement

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2. Development of ideas

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3. Headings-Unit  
Chapter, paragraph

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4. Summaries

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5. Drills, tests

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6. Supplementary  
Components

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7. Multi-grade uses

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B. Difficulty

1. Vocabulary

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2. Readability level

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3. Concepts

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4. Format

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C. Methods

1. Proven successful  
instructional techniques

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2. Adequate practice for  
learning provided

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Excellent – 3

Good – 2

Fair – 1

Poor – 0

**III. CONTENT & METHOD**

**COMMENTS**

**RATING**

continued

3. Consistent maintenance of skills

\_\_\_\_\_

\_\_\_\_\_

4. Provision of practical applications

\_\_\_\_\_

\_\_\_\_\_

5. Testing system

\_\_\_\_\_

\_\_\_\_\_

**D. Biases**

1. Sexual

\_\_\_\_\_

\_\_\_\_\_

2. Racial

\_\_\_\_\_

\_\_\_\_\_

3. Geographic

\_\_\_\_\_

\_\_\_\_\_

**E. Teacher's Guide/Edition**

1. Organization/ease of use

\_\_\_\_\_

\_\_\_\_\_

2. Suggested activities

\_\_\_\_\_

\_\_\_\_\_

3. Adapting to meet individual needs

\_\_\_\_\_

\_\_\_\_\_

Rating Total

\_\_\_\_\_

Evaluation of materials by \_\_\_\_\_

**COMMENTS:**