

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

B. Paper quality

C. Durability

D. Typeface

III. CONTENT & METHOD

COMMENTS

RATING

A. Organization

1. Arrangement

2. Development of ideas

3. Headings-Unit
Chapter, paragraph

4. Summaries

5. Drills, tests

6. Supplementary
Components

7. Multi-grade uses

B. Difficulty

1. Vocabulary

2. Readability level

3. Concepts

4. Format

C. Methods

1. Proven successful
instructional techniques

2. Adequate practice for
learning provided

Excellent – 3

Good – 2

Fair – 1

Poor – 0

III. CONTENT & METHOD

continued

COMMENTS

RATING

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: