



CURRICULUM, INSTRUCTION & PROFESSIONAL DEVELOPMENT
Office of Textbook & Library Services
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To: Principals
From: Joyce Kuroiwa
Subject: Instructional Materials Evaluation Forms

Enclosed are newly revamped instructional materials forms for print, as well as electronic, resources. Please maintain the supply of these evaluation forms in the office and alert your staff that, should they requisition instructional resources not listed in the K-8 or High School Catalog, one of these forms should be completed for each title and attached to the buy-out requisition. Please discard any old evaluation forms that you have on hand.

Evaluation Report for Print Instructional Materials (white form)

A version of this form has been in use in the district for many years. The new forms have been revised to include newer areas of the Ed Code as they relate to social compliance and to include additional information such as course codes.

Please note Item D on the reverse side of the form. It is very important that the distinction be made between Basic vs. Supplemental instructional material. If Basic, the district requires that an additional final evaluation of the print material be completed by the curriculum leader of that particular subject area. Both the white evaluation form completed by the classroom teacher and the yellow final evaluation form completed by the curriculum leader will be kept on file in the Office of Textbook & Library Services.

The same distinction must be made between novels for classroom library vs. novels for assigned reading. Any novel requested for assigned reading must have a final evaluation in addition to the one completed by the classroom teacher.

Requests for approval of basic instructional materials and for assigned reading materials will take a bit longer to process due to the additional evaluations required.

Evaluation Report for Electronic Learning Resources

Many of our learning resources are now being delivered in electronic format in addition to print format. These new forms were created to help the district evaluate the appropriateness of those resources to the curriculum and the compatibility of those resources to the various platforms in use in the district. The approval of electronic learning resources is a two step process: (1) the classroom teacher submits the completed buff colored evaluation form and the electronic resource, if available, to Vanitha Chandrasekhar in the Technology Office at TRC. (2) Vanitha and staff will then evaluate the resource to determine compatibility with current district hardware and software applications. Evaluation forms for electronic learning resources will be kept on file in the Technology Office.

Thank you for keeping these forms available for your staff. Additional forms may be requested from Textbook & Library Services.