Evaluators: _____ Subject and/or Course: _____ Date: _____

MATERIALS REVIEW FORM
Rate each aspect of this material on a scale 1-5 (poor to excellent)
Comment in the last column in cases where your judgement has been affected by a particular point. Items 8, 9, and 10 must be completed.

PRINT (TEXTBOOK/PAPERBACK)

Title: _____ Publisher: _____

Author: _____

Evaluation Date: _____ Current Copyright Date: _____ Edition: _____

Readability Level: _____ (Indicate method used to determine, i.e. Flesch-Kincaid, vendor, etc.) Cost: _____

	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
1. Content: aligned with curriculum						
2. Organization						
3. Interest Level						
4. Diversity Issues: Multi-Ethnic, Title IX, Economically Disadvantaged						
5. Illustrations (charts, maps, etc.)						
6. Index/Glossary (use, convenience)						
7. Teacher Aids (guides, questions, bibliog., on-line sources)						
8. Main strengths of this particular title for the subject area studies						
9. Main weaknesses of this particular title for the subject area studies						
10. Related materials to be adopted with purchase: (i.e. Teacher Edition, Workbook Title, Work Sheets, Tests, Misc.)						

RECOMMENDATION: ☐ Accept ☐ Reject Adoption Date _____ Grade Level _____

DISTRIBUTION: ☐ 1/Pupil ☐ Classroom set ☐ Consumable ☐ Non-Consumable

Multi-Ethnic/Title IX Concerns

1. Is there fair presentation of minorities in this material?

    A. Pictures   Yes ☐   No ☐

    B. Text   Yes ☐   No ☐

2. Is there fair presentation of both genders in this material?

    A. Pictures   Yes ☐   No ☐

    B. Text   Yes ☐   No ☐

    Comments:

_____

_____

_____

_____

_____

Evaluators: _____   Subject and/or Course: _____   Date: _____

MATERIALS REVIEW FORM
Rate each aspect of this material on a scale 1-5 (poor to excellent)
Comment in the last column in cases where your judgement has been affected by a particular point.

<u>SOFTWARE</u>

Title: _____   Publisher: _____

Author: _____

Evaluation Date: _____   Current Copyright Date: _____   Edition: _____

Readability Level: _____   (Indicate method used to determine, i.e. Flesch-Kincaid, vendor, etc.)   Cost: _____

Lab Pack _____   Site License _____   Network License _____

	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
Ease of Use (student can use it with minimal help)						
Educational (aligned with curriculum)						
Multi Ethnic Title IX						
Presentation of content area						
Meaningful theme						
Speech capacity						
Printing capacity						
Meets district computer specifications (Windows 95 or higher)						

Evaluators: _____ Subject and/or Course: _____ Date: _____

MATERIALS REVIEW FORM
Rate each aspect of this material on a scale 1-5 (poor to excellent)
Comment in the last column in cases where your judgement has been affected by a particular point.

WEB ON-LINE SOURCES

Check appropriate resources:

☐ Information Index   ☐ Search Engine
☐ Student Research Resources   ☐ Curriculum Portals
☐ School/Teacher/Student Curriculum Collections   ☐ Company Curriculum Collections

http:// _____   Date created/updated _____

	Excellent (5)	Good (4)	Average (3)	Fair (2)	Poor (1)	Comments
Aesthetically pleasing						
Interactivity (learner engages with site)						
Intended audience/grade appropriate						
Language appropriate						
Easy to navigate						
Site lists credits and resources						
Load quickly						
Aligned with curriculum						
Keeps within copyright law						

DCC PROPOSAL COST WORKSHEET

Proposal Title: _____   **Date:** _____

Committee Membership: _____   **Phone Number:** _____

Contact Person (s): _____

	Initial Costs:	**Ongoing Costs:**
Textbooks	_____	_____
Supporting Materials	_____	_____
Technology	_____	_____
• Hardware	_____	_____
• Software	_____	_____
• Installation	_____	_____
• Other	_____	_____
Staffing (only is additional staff required)		
• Salary	_____	_____
• FICA	_____	_____
• Retirement	_____	_____
Professional Development		
• Consulting	_____	_____
• Materials	_____	_____
• Sub. Costs	_____	_____
Other		
• Shipping	_____	_____
_____ (Specify)		

Initial Cost Total: [_____]   **Estimated Ongoing Costs per Year:** [_____]

APPROVAL: [_____]