



Portland Public Schools

Office of Curriculum, Instruction, and Technology
314 Main Street, Portland, CT 06480

New Textbook Proposal Form

Textbooks in use at Portland Public Schools require approval by the Board of Education. Please complete this form if seeking to implement a new textbook and, once completed, submit via email to the Director of Curriculum, Instruction, and Technology. From there, if no additional information is required, the proposal will be brought before the BOE Curriculum Subcommittee who will make a determination as to whether or not the textbook is approved for purchase and implementation.

* For the purposes of this form, a textbook is defined as a core curricular volume (print or digital) that serves all students or that serves all students within a specialized setting (i.e. tier II/III intervention).

Name of Proposed Textbook, Publisher, and Publishing Date:

Name of Person(s) Making this Proposal:

Textbook Description: Please provide a brief description of the textbook you are seeking to implement. Please indicate the population of students this textbook will serve. When are you looking to implement this textbook?

Textbook Rationale: Please explain why this textbook should be considered for purchase and implementation within Portland Public Schools. How does this textbook meet learning needs for students that would otherwise be unmet?

Textbook Selection Process: Briefly explain the process used to identify and/or select this textbook as needed within Portland Public Schools? To what extent (where applicable) were materials previewed and/or piloted for use?

Textbook Alignment and Quality: To what standards does this textbook align? How is such alignment guaranteed or will such alignment be guaranteed within the textbook?

Budgeting: What are the approximate costs for purchase and implementation of this textbook? Have these costs been budgeted in the current budget or earmarked for future funding?

Curriculum Alignment: How does the proposed textbook align with our current curriculum? How will this textbook be used to support the delivery of our existing curriculum or the refinement of that curriculum?

Required Signatures: In order to bring this proposal forward, please gather the signatures indicated below.

- _____ School Principal
- _____ Director of Curriculum, Instruction, and Technology

Other Information: Please use this space to include any other information as relates to this proposal that you feel would be of benefit to the BOE Curriculum Subcommittee.

This Section For Committee Use Only

Date of Form Submission:

Date of BOE Curriculum Subcommittee Presentation:

BOE Curriculum Subcommittee Recommendation:

BOE Public Meeting Date for Action:

BOE Decision (Circle One): Approve Do Not Approve Other (Provide Explanation)