

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:

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SOFTWARE

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)						

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WEB ON-LINE SOURCES

Check appropriate resources:

- | | |
|--|---|
| <input type="checkbox"/> Information Index | <input type="checkbox"/> Search Engine |
| <input type="checkbox"/> Student Research Resources | <input type="checkbox"/> Curriculum Portals |
| <input type="checkbox"/> School/Teacher/Student Curriculum Collections | <input type="checkbox"/> 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: