TUSD

TUSD Supplemental Material Approval Form

This form needs to be submitted if you want to use material in the classroom that has not been Board approved.

How to Tell If an Item Has Been Board Approved

To determine if an item has been Board approved you'll need to look it up in Textbook Manager, TUSD's online textbook database.

Click here to see the work flow that will happen when material needs to be Board approved.

Click here to access the instruction sheet that shows how to use Textbook Manager to see if material has already been Board approved.

If your item doesn't show in Textbook Manager as Board approved, then it needs to be approved before Purchasing will buy it.

How To Get Supplemental Material Board Approved

Complete this form.

Once this form has been approved by the principal, it needs to be emailed to your Leadership Team as an attachment. If you print it first, you'll need to scan it back into the computer before you submit it.

Your Leadership Office will approve or decline the request. If they approve it, they will submit it to the Governing Board for their approval.

After the item(s) have been approved, the Board approved date will be added to Textbook Manager.

TUSD

School Name: Tucson Unified School District #1   **Dept:** Language Acquisition

Requestor: Diana Brena   **Phone #:** (520) 225-4600

Leadership Office: (Check the appropriate office)

☑ ES   ☐ MS   ☐ HS   ☐ JTED

Title: Reading Recovery Collection Song Lake 2014-2015

Author(s):

Edition (1ˢᵗ, 2ⁿᵈ, 3ʳᵈ, etc.):   **Copyright year:**

ISBN (10 or 13 digits):   **Price:** $2,333.50 (13 sets)

Subject: Fiction/Non-Fiction   **Grade(s):** K-2

Publisher: Song Lake Books

Vendor: Song Lake Books

Type of Material: (Check the appropriate box)

☐ Educational Software

☐ Textbook – needs to be delivered to the Campbell Warehouse

☑ Supplemental Material – needs to be delivered to the Campbell Warehouse

☐ Occasional Use – Doesn't need Board Approval

Select the appropriate item:

☑ Student Edition   ☐ Teacher's Edition   ☐ Teacher Resource Kit

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Title: Reading Recovery Collection Icing on the Cake

Author(s):

Edition (1ˢᵗ, 2ⁿᵈ, 3ʳᵈ, etc.):   **Copyright year:**

ISBN (10 or 13 digits):   **Price:** $9,035 (13 sets)

Subject: Fiction/Non-Fiction   **Grade(s):** K-2

Publisher: Song Lake Books

Vendor: Song Lake Books

Type of Material: (Check the appropriate box)

☐ Educational Software

☐ Textbook – needs to be delivered to the Campbell Warehouse

☑ Supplemental Material – needs to be delivered to the Campbell Warehouse

☐ Occasional Use – Doesn't need Board Approval

Select the appropriate item:

☑ Student Edition   ☐ Teacher's Edition   ☐ Teacher Resource Kit

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Title: Reading Recovery Collection Keystone Collaboration

Author(s):

Edition (1ˢᵗ, 2ⁿᵈ, 3ʳᵈ, etc.):   **Copyright year:**

ISBN (10 or 13 digits):   **Price:** $5,187 (13 sets)

Subject: Fiction/Non-Fiction   **Grade(s):** K-2

Publisher: Song Lake Books

Vendor: Song Lake Books

Type of Material: (Check the appropriate box)

☐ Educational Software

☐ Textbook – needs to be delivered to the Campbell Warehouse

☑ Supplemental Material – needs to be delivered to the Campbell Warehouse

☐ Occasional Use – Doesn't need Board Approval

Select the appropriate item:

☑ Student Edition   ☐ Teacher's Edition   ☐ Teacher Resource Kit

Title: 2012 Reading Recovery Package Levels 3-20
Author(s):
Edition (1st, 2nd, 3rd, etc.):   **Copyright year:**
ISBN (10 or 13 digits): Item #7100   **Price:** $5,557.50 (13 sets)
Subject: Fiction/Non-Fiction   **Grade(s):** K-2
Publisher: Richard C. Owen Publishers, Inc
Vendor: Richard C. Owen Publishers, Inc
Type of Material: (Check the appropriate box)
- ☐ Educational Software
- ☐ Textbook – needs to be delivered to the Campbell Warehouse
- ☑ Supplemental Material – needs to be delivered to the Campbell Warehouse
- ☐ Occasional Use – Doesn't need Board Approval

Select the appropriate item:
  ☑ Student Edition   ☐ Teacher's Edition   ☐ Teacher Resource Kit

Title: Reading Recovery Collection
Author(s):
Edition (1st, 2nd, 3rd, etc.):   **Copyright year:**
ISBN (10 or 13 digits): Item #RRC   **Price:** $5,525 (13 sets)
Subject: Fiction/Non-Fiction   **Grade(s):** K-2
Publisher: Pioneer Valley Books
Vendor: Pioneer Valley Books
Type of Material: (Check the appropriate box)
- ☐ Educational Software
- ☐ Textbook – needs to be delivered to the Campbell Warehouse
- ☑ Supplemental Material – needs to be delivered to the Campbell Warehouse
- ☐ Occasional Use – Doesn't need Board Approval

Select the appropriate item:
  ☑ Student Edition   ☐ Teacher's Edition   ☐ Teacher Resource Kit

Use the additional pages sheet to add more titles.

Educational Rationale (Rationale needs to be done by requesting principal. Please X line if this statement is true.)

This request supports a Board adopted curriculum and the 2010 AZ Standards (aka Common Core).

Principal's name

Office Use only

Literacy or Math Specialists Comments:

Literacy or Math Specialist (Print name):

Approved by Leadership Team:

Assistant Superintendent or designee   Date