School Identifies Supplemental Materials Needed

School Checks Destiny to see if Material is Board Approved
Click [here](#) for instructions

School:  
1. Completes [Material Request Form](#)  
2. Obtains Current Quote(s)  
   (1 for Elem/K-8, MS & 3 for HS)  
3. Prints Destiny Screen with Approval Date clearly visible  
4. Submits packet to Appropriate Leadership Office

DEFINITIONS (from IJJ-R)

1. **Textbook**: Instructional Material used 70 – 75% of the time in the classroom by ALL students in a standards based instructional area. Textbooks are Board approved by ISBN.

2. **Supplemental**: Material used 25 – 30% of the time in the classroom by ALL students in a standards based instructional area. Novels are Board approved by Title.

3. **Occasional**: Reference/Library Material, Single or light use -- **No Board Approval Needed** But MUST comply with Procurement rules for quotes or formal solicitations. Please visit [Procurement](#) website for details.

Form Returned to School to consider options (including possible appeal to Superintendent)

School Obtains Current Quote(s) (1 for Elem/K-8, MS & 3 for HS) and sends to Curriculum & Instruction

Leadership Office Reviews Requests and Forwards to Curriculum & Instruction

Leadership Reviews Form

Curriculum & Instruction reviews for instructional alignment. Returns to Leadership for submission to Governing Board District Approval

After Approval, Data is Entered into Destiny

School Prepares and Submits Request for Board Approval of Supplemental Materials Form and Submits to Leadership

Board Approved

Not Board Approved