

MCSO TESTBOOK ADOPTION PROCESS

1. Discuss the request with the building administrator as to the possibility.
2. Contact Director of Professional Growth and Student Learning at Central Office with request and possible companies from which to gather samples. (Jane Schmidt)
3. Central Office will order samples for viewing and evaluation. This process should include the requesting teacher, at least one other teacher, and a parent and/or community member using the textbook evaluation form (shared via Google Docs).
4. Based on the selection, Central Office will get a quote from the company.
5. Funding sources will be explored.
6. If funding is secured, texts will be ordered along with additional resources such as online access, software, additional media, etc.