

Here are the steps on how to submit supplemental materials for adoption for use in the classroom:

1. Find the supplemental material you would like to use.
2. Search the [IMRC Master Approved List](#) to make sure the item has not already been board-approved.
3. Complete the required online [Adoption Form](#).
4. Share a completed Rating and Evaluation document with your School Site Department Chairperson for review and signature.
5. Have the School Principal review the material and sign/date the document.
6. Submit the completed Rating and Evaluation document, along with a copy of the book, to the District Educational Division, Site #53.
7. The Curriculum Specialist will review the book and recommend that it be sent to the IMRC.
8. The IMRC will review the material and make a recommendation regarding adoption.
9. If the IMRC recommends adoption, the book will be presented to the Board of Trustees for public display.
10. After the allotted display period, the Board of Trustees will vote to either adopt or not adopt the supplemental material.
11. If the Board approves the material for adoption, a purchase requisition may be placed to purchase the book.

**Please note that due to board requirements, IMRC approval can take up to four months after receipt of materials at the district office.**