



Pacific Union Conference
Alternative Textbook Use Request Form

Name of Teacher:

Name of School:

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Course/grade level:

Publisher:

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Text title:

Date of publication:

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Edition:

List price of text:

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Author:

Estimated reading level:

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Supplementary materials available:

Reason(s) for request:

Brief annotation or summary of requested text:

Process of approval	Initial	Date
1. Curriculum Committee (if applicable)		
2. Principal		
3. Conference Superintendent		
Approved for (indicate how many years the text is being approved for):		

Alternative Textbook Evaluation

Components of Program	
Basic	Supplementary

Listed below are important items in evaluating a textbook for student use. Rate each item with the score you think it merits.

Excellent - 4	Good - 3	Fair - 2	Poor - 1
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GENERAL FORMAT

I. ADVENTIST OVERVIEW	COMMENTS	RATING
A. Philosophy		
B. Content		
C. Illustrations		

II. PHYSICAL FEATURES	COMMENTS	RATING
A. General appearance		
B. Paper quality		
C. Durability		
D. Typeface		

III. CONTENT & METHOD	COMMENTS	RATING
A. Organization		
1. Arrangement		
2. Development of idea		
3. Headings-unit, chapter, paragraph		
4. Summaries		
5. Drills, tests		
6. Supplementary components		
7. Multi-grade uses		
B. Difficulty		
1. Vocabulary		
2. Readability level		
3. Concepts		
4. Format		
C. Methods		
1. Proven successful instructional techniques		
2. Adequate practice for learning provided		
3. Consistent maintenance of skills		
4. Provision of practical application		
5. Testing system		

D. Biases	COMMENTS	RATING
1. Sexual		
2. Racial		
3. Geographic		
E. Teacher's Guide/Edition		
1. Organization/ease of use		
2. Suggested activities		
3. Adapting to meet individual		
Overall Rating (Average)		

Evaluation of materials by: Date:

ADDITIONAL COMMENTS:

Revised January 2012