Instructional Material Approval Process (Per Policy IJJ and Regulation IJJ-R)

- Will the material you are requesting be used with all students as required learning material?
  - **YES**: Is the material digital or does it contain a digital component?
    - **YES**: Fill out the Happy Fox request ticket. Once reviewed, IT reviews for system compatibility, redundancy, and screens for curricular content. If approved, and content is included, request routes to Curriculum and Instruction.
    - **NO**: NOT APPROVED: Request process stops.
    - **YES**: Content Facilitator determines if the requestor should begin with a short cycle process to gather evidence OR move right to the board approval process and sends the appropriate form link to requestor.
  - **NO**: Is the material going to be used as supplemental to a class library and/or student choice option but not integral for whole class learning?
    - **YES**: You do not use this process to request approval for this material. Please reference regulation IJJ-R requirements for supplemental material use. Supplemental definitions b. and c.
    - **NO**: Approve:
      - NO TECHNOLOGY
      - TECHNOLOGY
      - NEW CONTENT

- Requestor receives links from facilitator for short cycle request, evidence collection form to preview what evidence is needed, and is given the length of time the short cycle will last (6 months or 1 year).
- Requestor uses material in short cycle timeframe
- Requestor submits short cycle evidence collection form IF THEY WISH TO PROCEED with the full school board approval/adoption process.
- The evidence collection form is sent to the applicable content facilitator to begin board approval process.

- All instructional content material requests are reviewed by the content facilitator and/or review committee. They record their findings recommendations on the signature template.
- Content Facilitator contacts requestor to share results. If recommended, assigned Executive Director reviews. If approved, final review conducted by Director for Curriculum and Instruction. If approved, Director submits all.
- Upon board approval, items will be sent to update searchable database.

- IT adds to the Resource Manager Database and alerts procurement if cost is involved.