



Instruction, Curriculum & Student Services

REQUEST FOR COPYRIGHT CHANGE

Instructions for submission:

Please print or type the following information and submit one form per item with a sample of the content media, Reader Review Forms, and *documentation of percentage of content change to the Content Area Facilitator. The Content Facilitator will submit to the Assistant Superintendent of Instruction, Curriculum and Student Services for final review.

INCOMPLETE FORMS WILL NOT BE PROCESSED.

Title:		
Author:		
Publisher:	Copyright Date:	Edition:
ISBN: (13 digit)	Academic Standard: (CAS)	Cost: (per unit)
Content Area: <small>(e.g. English, Math, Social Studies, Science, Music, Art)</small>	Course: <small>(e.g. Reading, Writing, US. History, Biology)</small>	Grade Level: <small>(e.g. K-5, 6-8, 9-12, K-12)</small>
Format (check one format box for the title listed above) Student Materials: <input type="checkbox"/> Teacher Materials: <input type="checkbox"/> Audio/Visual: <input type="checkbox"/> Periodicals: <input type="checkbox"/> *Online Student Content: <input type="checkbox"/> *Online Teacher Content: <input type="checkbox"/> *Attach a Software Instructional Material Approval (SIMA) form if checked.		Core: <input type="checkbox"/> Supplemental: <input type="checkbox"/>
Submitted by:	School/Department:	
Percent of Content Change: * <u>Attach documents from vendor verifying percent of changes.</u>		
Previous copyright:	Previously Adopted ISBN:	

ONLY USE THE SECTION BELOW WHEN SUBMITTING A KIT.

You must list material format type, individual ISBN, standard, and cost as it applies to each item.
DO NOT USE THIS SECTION IF YOU ARE SUBMITTING MULTIPLE ITEMS WITH DIFFERENT AUTHORS, PUBLISHERS, or PUBLICATION DATES.

Title & Format <small>(Student Materials, Teacher Materials, Audio/Visual, Periodicals, Online Content)</small>	ISBN (13 digit)	Academic Standard (CAS)	Cost (per unit)



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I. Please **BRIEFLY** summarize the content of the media item (will be entered into the material database).
*Attach separate sheet of paper if necessary.

The **Department Chairperson**, after consultation with the teacher concerning the recommended item ensuring it meets standards, and:

RECOMMEND GENERAL USE SELECTED USE DO NOT RECOMMEND

Printed/Typed Name

Signature of Department Chairperson

Date

Comments:

The **Principal**, after consultation with the department chairperson concerning the recommended item ensuring it meets standards, and:

RECOMMEND GENERAL USE SELECTED USE DO NOT RECOMMEND

Printed/Typed Name

Signature of Principal

Date

Comments:

The **Content Facilitator**, expressing the action of the Curriculum Committee:

RECOMMEND GENERAL USE SELECTED USE DO NOT RECOMMEND

Printed/Typed Name

Signature of Content Facilitator

Date

Comments:

The **Assistant Superintendent or Designee**:

RECOMMEND DO NOT RECOMMEND

Printed/Typed Name

Signature of Assistant Superintendent or Designee

Date

Comments: