



## COLORADO SPRINGS SCHOOL DISTRICT 11

David Engstrom, Assistant Superintendent  
Instruction, Curriculum, and Student Services

DATE: **June 25, 2018**

SUBJECT: Instructional Materials/Course Approval Process Timeline – 2018-2019

- Please keep this information available when advising your staff of the instructional material and course approval process (secondary only). [Process Information & Approval Forms](#) are available online; **please use only current online forms and review the approval process page for more detailed instructions.**
- All submissions must include a completed appropriate *Request for Adoption/Change form, Software Instructional Material Approval (SIMA) form (for online or computer content), Reader Review Forms (Adoption of Content Media or Copyright Change),* and full sample set of all materials. If submitting multiple items/authors a form is required for each item.
- **Incomplete submissions will not be entered. We are unable to provide timeline extensions.**
- If you have questions or concerns, please contact our office at 719-520-2045.

### Instructional Materials/Course Approval Process Timeline

ACTIVITY	FALL 2018	SPRING 2019
<ul style="list-style-type: none"> <li>• Provide <u>written notification</u> to the appropriate Content Area Facilitator of your intent to submit materials and/or courses for the adoption process <u>by this date</u>. Submissions without prior, written notification may be deferred to a later approval cycle. Provide notice to LRS department for review of online content or software instructional materials.</li> </ul>	08.13.2018	01.14.2019
<ul style="list-style-type: none"> <li>• Complete appropriate <i>Request for Approval/Change/Deletion Form, Software Instructional Material Approval Form (software/online content),</i> and both <i>Reader Review Forms</i>. All forms must be completed electronically – handwritten submissions will not be accepted.</li> </ul> <p><b><u>Submit hardcopy and electronic copy of all completed forms with a full sample set (hardcopy) of all materials and full access to all online content to Content Area Facilitator by this date.</u></b></p>	08.27.2018	01.28.2019
<ul style="list-style-type: none"> <li>• Content Area Facilitators along with their Content Coordinator Committees review requested materials/courses and check for submission completeness during this period.</li> </ul>	08.27.2018- 08.31.2018	01.28.2019- 02.01.2019
<ul style="list-style-type: none"> <li>• Content Area Facilitators will submit reviewed materials/courses to the Assistant Superintendent of Instruction, Curriculum, and Student Services by this date.</li> </ul>	08.31.2018	02.01.2019
<ul style="list-style-type: none"> <li>• The Assistant Superintendent of Instruction, Curriculum and Student Services, completes final review of all submissions by this date.</li> </ul>	09.05.2018	02.06.2019
<ul style="list-style-type: none"> <li>• All complete reviewed forms and materials entered into database by this date.</li> </ul>	09.14.2018	02.15.2019
<ul style="list-style-type: none"> <li>• Public Notice of Citizen Review by this date.</li> </ul>	09.24.2018	02.25.2019
<ul style="list-style-type: none"> <li>• Citizen review of instructional materials/courses proposed for approval during this time.</li> </ul>	10.01.2018- 10.05.2018	03.04.2019- 03.08.2019
<ul style="list-style-type: none"> <li>• Proposed items submitted to the Board of Education for non-action item on this date.</li> </ul>	10.10.2018	03.13.2019
<ul style="list-style-type: none"> <li>• Final approval by Board of Education on this date.</li> </ul>	10.24.2018	04.10.2019