

Steps to IMC process

1. Persons wishing the request curriculum materials for approval must retrieve a copy of **2020F-a Materials Evaluation Form**. It can be found on the Tonasket School District webpage.
2. The form checklist must be completed by the requestor.
3. Each completed materials request form must be signed first by the requestor, next by the Technology Director, and then by the building principal before going to the IMC.
4. The requestor sends the completed materials request form, physical copies of the materials (i.e. student books and teacher guides), and other relevant documentation of the materials to the IMC chairperson.
5. The IMC sets a meeting date to review materials. The committee members meet for an afternoon during the school day to review the materials. Approval must be given by the IMC before materials go to the school board. The IMC chairperson writes the committee's approval date on the materials request form.
6. The IMC chairperson requests to be placed on the school board agenda through Janet Glanzer.
7. IMC chairperson takes all materials and completed materials request forms to the district office after committee approval. The materials will be placed in the boardroom to be made available for review by the school board approximately two weeks before the scheduled school board meeting and 2 weeks after the school board meeting.
8. IMC chairperson retrieves evaluation forms and materials from the boardroom after school board approval.
9. IMC chairperson writes the school board approval date on the materials request form.
10. Copies of the approved materials request forms and updated IMC spreadsheet of ALL district-approved materials are emailed to Title IX director Kevin Terris. A copy will also be posted on the Tonasket School District webpage. This constitutes a backup copy for record keeping purposes.

***School Board Policy 2020 regarding curriculum development and adoption of instructional materials can be found on the Tonasket School District #404 website at**

[http://www.tonasket.wednet.edu/pages/tonasketSD/District Office/Links/School Board/Board Policies/2000 Policies](http://www.tonasket.wednet.edu/pages/tonasketSD/District%20Office/Links/School%20Board/Board%20Policies/2000%20Policies)