

CHECKLIST FOR TEXTBOOK ADOPTION

By NEVADA SCHOOL DISTRICTS

(based on Chapters 390, Nevada Administrative Code and Nevada Revised Statutes)

- 1. Check the Department of Education textbook list for names of all textbooks currently eligible for adoption in the subject area under review.
- 2. Convene a committee similar to that described in NAC 390.010 to review current approved textbooks and/or any other textbooks not on the approved list but available for purchase.
- 3. Before the textbooks are given a final evaluation by the district committee, districts may pilot books (not to exceed one year). (NAC 390.060)
- 4. The committee completes the evaluation of all textbooks, as specified in NAC 390.010-.040. **Form TA-02** is then completed by district staff and submitted to the Department of Education.
- 5. Upon State Board of Education approval, districts proceed with the purchase of the recommended and approved textbooks, based on the Master Price Agreement (form available from Textbook Consultant, Department of Education).