

**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/instructional materials 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/instructional materials and/or any other textbooks/instructional materials not on the approved list but available for purchase.
- 3. Before the textbooks/instructional materials 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/instructional materials, as specified in NAC 390.010-.040 using the content specific instructional materials evaluation form. **Form TA-02** is then completed by district staff and submitted to the Department of Education.
- 5. The Department of Education committee completes the evaluation of all textbooks/instructional materials, using the content specific instructional materials evaluation form.
- 6. Upon State Board of Education approval, districts proceed with the purchase of the recommended and approved textbooks/instructional materials, based on the Master Price Agreement (form available from Textbook/Instructional Materials Consultant, Department of Education).