

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

108-AR-1. TEXTBOOK ADOPTION REQUEST FORM

DATE OF REQUEST: _____

TEXTBOOK: _____

COURSE: _____

1. Why is the purchase necessary?
2. Is it a supplement to an existing textbook?
3. What impact will not approving the textbook have on the instructional program?
4. What is the estimated total cost of the textbooks?
5. What is the life expectancy of the textbook?

Signature of Requester

Position

* Signature of Superintendent or Designee

Once this request is approved by the Superintendent or designee, the Textbook Selection Committee will review/evaluate the textbook and submit its recommendation for final approval.