

Process III

Instructional Program Submission Intent form

Use Process III when an LEA chooses to create its own curriculum instead of adopting textbooks and instructional materials on the official list of textbooks approved by the State Board of Education. Please reference the flowchart at the end of this document for a visual overview of this process.

After the LEA has reviewed the materials, the LEA must submit a letter to the commissioner of education requesting special approval and submit the *Instructional Program Submission Intent form*, which states that the curricular resources align to Tennessee academic standards for that subject/course of study. In addition to the *Instructional Program Submission Intent form*, include the following information:

1. Introduction and explanation of the special circumstances that require the adoption of the book/program. Please provide this information in narrative form for each instructional resource for which a waiver is requested.
2. Course identification
 - a. Subject
 - b. Course number
 - c. Adoption cycle
3. Program Identification **for each piece used**
 - a. Program title, author(s)
 - b. Edition, copyright, ISBN, etc. (if applicable)



Tennessee Department of Education

Tennessee Textbook Services

Instructional Program Submission Intent

We, _____ (LEA Name), hereby state and certify that as a district we are submitting a request to use an instructional program for the period coinciding with the adoption of _____ (subject) (e.g., science, social studies, ELA, math, CTE materials, or performing and visual arts) from _____ (MM/DD/YYYY materials will be implemented) in the district until _____ (MM/DD/YYYY end of adoption cycle for that subject).

By requesting use of this program as a basal, we certify that the materials chosen by this LEA address the subject area standards. We further understand that the Tennessee Department of Education, the Textbook and Instructional Materials Quality Commission, and the State Board of Education have not and will not review the materials.

CONTENT AREA _____

GRADE LEVELS _____

DISTRICT NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE _____

DIRECTOR OF SCHOOLS OR DIRECTOR'S DESIGNEE SIGNATURE _____

PRINT NAME OF SIGNATURE _____

TITLE _____

DATE _____

Is there a textbook on the official list for the particular subject/course?

NO

YES

YES or NO

Waiver Process I

Use when there are no textbooks or instructional materials on the official list for the particular subject/course

Waiver Process II

Use when an LEA wishes to adopt textbooks or instructional materials instead of the textbooks or instructional materials available on the official list

Waiver Process III

Use when an LEA chooses to create its own curriculum instead of adopting textbooks and instructional materials on the official list

Content experts review textbook submitted for waiver

Commissioner Approves

Commissioner Denies

LEA may appeal and show how they will address gaps in the material

Content experts review appeals

Commissioner Approves

Commissioner Denies

Waiver Process II.a

The textbook that the LEA wishes to use was reviewed and denied and was not placed on the official list.

LEA may appeal and show how they will address gaps in the material

Content experts review appeals

Commissioner Approves

Commissioner Denies

Waiver Process II.a

The textbook that the LEA wishes to use was never reviewed by the commission and is not on the official list.

Content experts review textbooks submitted for waiver

Commissioner Approves

Commissioner Denies

LEA may appeal and show how they will address gaps in the material

Content experts review appeals

Commissioner Approves

Commissioner Denies

LEA submits an Instructional Program Submission Intent form to explain how its locally created curriculum aligns with Tennessee academic standards for that subject.

TDOE acknowledges receipt of Instructional Program Submission form