

## **Below is a general outline of the 2018-19 textbook adoption process for GISD.**

In the 2019– 2020 school year, the state of New Mexico is scheduled to adopt textbooks for Science K-12.

### Fall and Winter 2018:

- Each school will submit a list of teacher names to serve on instructional materials adoption committees.
- Publishers will send samples to the Instructional Materials Department for the schools to review and evaluate.
- Each school will receive the available materials for adoption in October/November.
- Each school will receive a packet of evaluation forms.
- Publishers will present to book adoption committee members in January.

### Spring 2019:

- All evaluation forms will be returned to the Instructional Materials Department, and the results will be collated to determine which textbooks would be adopted by GISD.
- Cost analysis will be done by the Instructional Materials Department.
- Instructional Materials budget amounts will be made available to the district. Based on the allocation amount that the Instructional Materials Department receives, we will utilize the funds to complete the requests shown in the proposal.
- Board Discussion item set for April 11, 2019.
- Board Action Item scheduled for April 25, 2019.
- May 2019 – Textbook orders submitted to the state depository.
- July 1, 2019 – Purchase Orders are submitted to state book depository.
- July and August 2019– Books are received by Instructional Materials Dept.