



## Spokane Public Schools Curriculum Materials Request

### STEP 1: The following curriculum materials are requested:

1. Textbook or Hard Copy Resources
2. Electronic Text and Student Electronic Resources

Preference will be given to publishers who provide the following (except NIMAS which is a legal requirement):

PDF/A, to be located behind a login and accessible only by students with a documented print disabilities and their educational support staff	Requested for Elementary and Secondary Curriculum
AND	
A verified, valid NIMAS file set to the NIMAC at the American Printing House for the Blind (Federal and WA State Requirement)	Legal Requirement for Elementary and Secondary Curriculum
AND	
Electronic Text and Student Electronic Resources accessible behind the district's Learning Management System (LMS) single sign-on for students (Blackboard) per one the following means, in order of preference: <ol style="list-style-type: none"> <li>I. PDF</li> <li>II. District or School-Based URL to bypass the need for a student login</li> <li>III. Individual student access via Learning Tools Interoperability (LTI) or other district Learning Management System (LMS) compatible method</li> </ol>	Requested for Secondary Curriculum, Preferred formatted if proposed for Elementary Curriculum
AND	
Approval to use and electronically place all electronic materials and resources behind the district's Learning Management System (LMS) login, accessible only by students counted for textbook adoption	Requested for Secondary Curriculum, Preferred formatted if proposed for Elementary Curriculum

### Step 2: Consider these proposal guidelines for Electronic Text, Instructional Software, Electronic Resources, and Technology Tools:

1. Any proposed Electronic Text, Instructional Software or Online Resources requires full access for field testing purposes for the duration of the district's adoption evaluation period.
2. If you are proposing Electronic Resources, Mobile Devices, or other technology tools for teachers or students, following are the district's standard technologies and electronic format preferences:
  - a. SMARTboards and SMART Notebook Software
  - b. Turning Technologies Student Response Devices
  - c. Blackboard Learning Management System
  - d. Videos in MP4 format
  - e. Microsoft Windows Computers
  - f. Microsoft Office
  - g. Microsoft Office 365 (fully web-based compatible vs. app)

### Step 3: Please email a list of your proposed hardcopy and electronic curriculum materials:

1. The District requests an itemized list in Excel format of all samples provided, including but not limited to the quantity and ISBN for each title, be emailed to [curriculum@spokaneschools.org](mailto:curriculum@spokaneschools.org).
2. The location to which the samples will be delivered should also be indicated.
3. **Any samples received by the District that are not properly listed as noted above and emailed to the above email address risk not being evaluated and will become the property of Spokane Public Schools.**