January 7, 2010

MEMORANDUM

TO: County and City Superintendents of Education
   County and City Textbook Supervisors

FROM: Joseph B. Morton
       State Superintendent of Education

RE: Report of Local Textbook Adoption Forms

In accordance with the State Textbook Law, we are enclosing forms to be used for reporting the textbooks that are adopted by your local board of education. These forms may also be found on the State Department of Education (SDE) Web Page (www.alsde.edu). On the Home Page, scroll down to Special Links, click on More Special Links, then click on Textbooks. Hard copies must be sent for our records because of the required signatures. The Report of Local Adoption of Textbooks should be filed with the State Department of Education within 30 days of the date of local adoption.

Please keep in mind that a textbook cannot be purchased with state textbook funds or any other public funds unless it has been adopted by the local textbook committee and, upon the recommendation of the local superintendent, adopted by the local board of education. A report of local adoption must be on file in the State Department of Education before a textbook is purchased. The Alabama State Board of Education did not reject any textbooks for career and technical education, health education, physical education, and technology education. A list of textbooks that have been rejected in previous years by the State Board is available on the SDE Web Page.

Local adoptions may be made from the list of textbooks approved by the Alabama State Board of Education, or from a list submitted to the local committee by the local superintendent or his/her designee. Please note that separate forms are provided for reporting the adoption of state-adopted titles and titles outside the state list. For titles adopted outside the state list, a reason must be provided as to why the publisher did not submit the title for state adoption.

The Report of Local Adoption of Textbooks should be mailed to the State Textbook Office, State Department of Education, Post Office Box 302101, Montgomery, AL 36130-2101, on or before April 15, 2010. If you have questions concerning the local adoption of textbooks, please contact the State Textbook Office, telephone number 334-242-9718.

JBM:CCB:KLB
Enclosures
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