

Using State Textbook Funds for Textbook Flexibility

Overview

State law allows districts limited flexibility in using state textbook funds for purposes beyond standard textbook purchases. Districts must first demonstrate that textbooks in the current adoption cycle are current and appropriate for student learning.

Guidance for Using Flexibility Funds Identify the intended use:

Clearly define how the funds will support the district's instructional program or learning goals.

Document your request:

Districts should provide documentation demonstrating that the textbooks and instructional materials from the current adoption cycle are current and appropriate. A written explanation or justification letter to present this information to the State Board of Education.

Illustrative examples:

Funds may be used for materials, curriculum resources, technology tools, or innovative programs that enhance instruction. This is not an exhaustive list.

Approval required:

The State Board of Education must review and approve the request before funds are used. If the district has previously been awarded this waiver, the State Board of Education may request additional documentation to support the current request.

Key Reminder:

State textbook funds may be used under this flexibility provision once the district demonstrates that textbooks for the subject area in the current adoption cycle are adequate to meet instructional needs.

Oklahoma State Statute:

[70 O.S. § 16-114a State Board of Education Determination of Textbook Allocations](#)

Steps & Guidance on Completing the Application

Section 1: Textbook Flexibility Funds Waiver Application

- Waiver Form
- Attach documentation of local board approval, including the local board agenda and approved minutes. The local board agenda must specifically identify the request for the textbook flexibility funds waiver and clearly state how the waiver funds will be used.
- Attach any additional documentation supporting the request.

Section 2: Intended Use of Funds

- Clearly identify the intended use of the funds.
- Explain how the requested materials will support the district's instructional program or learning goals.

Section 3: Current Adoption Cycle Materials

- Demonstrate that the current adoption cycle subjects (e.g., Fine Arts, Computer Science) have sufficient and adequate instructional materials in use.
- Provide a clear list of current instructional materials.

Section 4: Assessment / Evaluation Plan

- Describe how the effectiveness of the plan will be measured for both staff and students (e.g., TLE, graduation rates, student performance data).

Section 5: Prior Waivers / Impact

- Have you previously been awarded this type of waiver?
- If yes, indicate the number of years the waiver has been awarded, explain how the waiver funds were used, and describe the educational impact of the prior waiver(s), including the effect on student performance and any impact on other district sites.

Next Steps / Resources:

- Ensure your request is for a flexibility fund request under 70 O.S. §16-114a(b).
- Include all required documentation.
- For guidance, visit HQIM website or contactCarolynn Bristow at carolynn.bristow@sde.ok.gov.
- Send completed forms to Sde.accreditation@sde.ok.gov
- All invoices and documentation on the use of funds will be required by the end of the fiscal year.



Textbook Flexibility Funds Waiver Application

70 O.S. § 16-114a State Board of Education Determination of Textbook Allocations

Section 1:

Local Board Approval Documentation: Attach the local board agenda and approved minutes. The board agenda must specifically identify the request for the textbook flexibility funds waiver and state how the waiver funds will be used.

School Year: 20__ - 20__

County: _____

School District: _____

School District Mailing Address: _____

City: _____ Zip Code: _____

School Site Name: _____

Principal(s) Signature(s):

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

Superintendent Name (Print): _____

Superintendent E-mail: _____

Superintendent Signature: _____ Date: _____

I hereby certify that this textbook fund waiver application was approved by our local board of education at the meeting on _____.

Board President Signature: _____

Notary Seal: _____

Notary Date: _____

Commission Expiration Date: _____

OSDE Official Use Only

Date Received: _____

Recommended for Board Approval: _____ Not Recommended for Board Approval: _____

Board Meeting Date: _____

Approved: _____

Denied: _____

Date Sent to District: _____

Notes to District: _____

Section 2

Identify the intended use of the funds and explain how the requested materials will support the district's instructional program or learning goals.

Course	Course Code	Justification	OSDE Response

Section 3: Current Adoption Materials

Identify the materials the school district uses for the **current adoption cycle subject area**. Provide the course name and code, along with the full name of the materials. Include the date of when the materials were last updated.

Course	Course Code	Material Title	Last Updated	OSDE Comments

Section 4: Assessment / Evaluation Plan

Describe how the district will evaluate the effectiveness of the proposed use of textbook flexibility funds for both staff and students. Identify the measures or data that will be used (e.g., TLE, graduation rates, student performance data, implementation data, or other relevant indicators).

Section 5: Prior Waivers / Educational Impact

Has the district previously been awarded this type of textbook flexibility funds waiver?

☐ Yes ☐ No

If **yes**, provide the information below for all prior waiver years. Your response should include:

- The number of years the district has received the waiver;
- How the waiver funds were used;
- The educational impact of the prior waiver(s), including the effect on student performance; and
- The impact, if any, on other district sites.

Note: Districts that have received this waiver in previous years may be asked to provide additional documentation supporting the use and educational impact of prior waiver funds.