

## 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.

#### **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](#)

#### Section 1: Textbook Flexibility Funds Waiver Application

- Waiver Form
- Attach documentation of local board approval (meeting minutes showing review and approval).
- 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, describe the educational impact, including effect on student performance and 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](mailto:carolynn.bristow@sde.ok.gov).
- Send completed forms to [Sde.accreditation@sde.ok.gov](mailto:Sde.accreditation@sde.ok.gov)

## Textbook Flexibility Funds Waiver Application

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

Section 1:

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: Current Adoption Cycle Materials

Please describe how your district will assess the effectiveness of the textbook implementation plan for staff and students. Include metrics such as TLE data, graduation rates, and student performance indicators.

#### Section 5: Prior Waivers and Impacts

1. Has your district previously received this type of waiver?  
 Yes    No
2. If yes, describe the educational impact of the waiver, including its effect on student performance and implementation across district sites.