

Local Textbook Review Guidance Document

Local Textbook Committee Composition

- **Members:** 3–9 people
- **Chair:** Must be a superintendent, principal, or curriculum specialist
- **Lay Member:** At least one member who is not a teacher
- **Purpose:** Defines the district's mission, goals, and scoring rubrics for the review

Purpose of the Review

The purpose of the review is to evaluate instructional materials to ensure they align with state standards, address district priorities, and are accessible and usable for teachers and students.

Review Materials

- Copies of the textbooks or digital materials under review
- Access to [rubrics or evaluation forms](#)
- Supporting resources (e.g., sample lesson plans, assessments)

Review Process

Step 1: Orientation – There are two distinct sessions:

Committee orientation, members receive an overview of the adoption process, review the district's mission, goals, and priorities, and develop the scoring rubric.

Content Review Expert orientation reviews the state standards covered by the instructional materials, explains the rubric and how to apply it during the review, and ensures that evaluations align with the district's mission, goals, and priorities.

Step 2: Individual Review – Committee members review instructional materials independently using the rubric, while content review experts provide subject-specific evaluations using the committee's rubric.

Step 3: Consensus Meeting – The committee and content review experts come together to discuss their findings and review each rubric area, reaching a consensus rating that integrates both sets of evaluations.

Step 4: Document Findings – A written summary of results is prepared, including rubric ratings, notes on alignment to standards and local priorities, and highlights of areas of strength or other special considerations.

Step 5: Report Findings and Implementation of Chosen Materials - Findings and the selected instructional materials are shared with all necessary stakeholders. The implementation process is rolled out first to essential teams, then expanded to all sites and teachers.

Optional Recommendations for Implementation Based on Findings

- Suggestions for supplemental resources or instructional strategies.
- Notes on pacing or scaffolding for teachers.
- Highlight gaps in digital accessibility, interactivity, or student engagement.

Using these findings, along with the recommendations, can support the successful implementation and more effective use of the adopted materials.

Oklahoma Statute: [70 O.S. § 16-111](#)



Local Textbook Review Workflow Checklist

70 O.S. § 16-111

Use this workflow as a reference tool to complete your Local Textbook Review. Submission of this checklist is not required.

Step 1: Form Local Textbook Committee

Checklist:

- Recruit 3–9 members
- Assign a chair (superintendent, principal, or curriculum specialist)
- Include at least one lay member (non-teacher)
- Document names, roles, and teacher/lay status

Step 2: Orientation

Checklist:

- Conduct two orientation sessions: committee and content review experts
- Discuss state standards, scoring rubric, local priorities, and review process

Step 3: Individual Review

Checklist:

- Committee members evaluate materials independently using the rubric
- Content review experts provide detailed evaluations using the same rubric
- Collect and organize expert feedback for consensus discussion

Step 4: Consensus Meeting

Checklist:

- Review findings from committee members and content review experts
- Discuss each rubric area and reach a consensus rating
- Record notes on alignment, strengths, and any special considerations

Step 4: Document Findings

Checklist:

- Prepare a written summary of results
- Include rubric ratings for each area
- Note alignment to standards and local priorities
- Highlight areas of strength and any special considerations

Step 5: Report Findings and Implementation of Chosen Materials

Checklist:

- Share findings and selected instructional materials with stakeholders
- Roll out implementation first with essential teams
- Expand implementation to all sites and teachers

Step 6: Optional Recommendations for Implementation

Checklist:

- Suggestions for supplemental resources or instructional strategies
- Notes on pacing or scaffolding for teachers
- Highlight gaps in digital accessibility, interactivity, or student engagement