



Instructional Material/Course Approval Process Timeline – 2023-2024

FALL 2023 AND SPRING 2024 DUE DATES

Principals- please keep this information available when advising your staff of the instructional material and secondary course approval process. Principals must approve all material and/or course requests prior to submission. The [provided flowchart](#) outlines the process based on the purpose for the request.

Applicable content facilitators will **provide all forms and guide requestors** through the process to ensure all necessary forms are received for the board approval process. Board approval submissions must include a completed appropriate Request for Adoption/Change form, Happy Fox Ticket approval (for online/digital content), Reader Review Forms (Adoption of Content Media or Copyright Change), and full sample set(s) of all materials. Incomplete submissions will not be submitted. We are unable to provide timeline extensions due to board policy requirements. If you have questions or concerns, **please contact our office at 719-520-2045.**

ACTIVITY	FALL 2023	SPRING 2024
<ul style="list-style-type: none"> Review full process to determine which pathway option aligns to the purpose of the request. If process requires a full review by ITLS and or Curriculum and Instruction, provide written notification (email) to the appropriate Content Area Facilitator of your intent to submit materials and/or courses for the adoption process <u>by the date indicated for Fall or Spring</u>. Submissions without prior, written notification may be deferred to a later approval cycle. <ul style="list-style-type: none"> If content includes online or digital content, submit a Happy Fox Ticket request and ITLS will conduct the review 	09.11.2023	01.29.2024
<ul style="list-style-type: none"> Once the content facilitator receives an approved Happy Fox ticket from ITLS or an email request from a school site, the content facilitator will send the requestor the applicable link to the form or forms needed. Requestor should submit any/all forms by due date indicated 	09.11.2023	01.29.2024
<ul style="list-style-type: none"> Content Area Facilitators (and if applicable, the Content Coordinator Committees) review requested materials/courses and check for submission completeness during this period. 	09.11.2023- 09.18.2023	01.29.2024- 02.12.2024
<ul style="list-style-type: none"> Content Area Facilitators will submit reviewed materials/courses to the site EDSL for signature. Once signature is obtained, the content facilitator submits to the Director of Curriculum and Instruction by this date. 	09.25.2023	02.16.2024
<ul style="list-style-type: none"> The Director of Curriculum and Instruction completes final review of all submissions by this date. 	10.02.2023	02.26.2024
<ul style="list-style-type: none"> All complete reviewed forms and materials entered into database by this date. 	10.09.2023	03.04.2024
<ul style="list-style-type: none"> Public Notice of Citizen Review by this date. 	10.16.2023	04.01.2024
<ul style="list-style-type: none"> Reminder of Public Review 	10.20.2023	04.05.2024
<ul style="list-style-type: none"> Citizen review of instructional materials/courses proposed for approval during this time. 	10.23.2023 10.30.2023	04.08.2024 04.15.2024
<ul style="list-style-type: none"> Documents submitted for BOE 	11.03.2023	04.19.2024
<ul style="list-style-type: none"> Proposed items submitted to the Board of Education for non-action item on this date. 	11.08.2023	04.24.2024
<ul style="list-style-type: none"> Final approval by Board of Education on this date. 	12.13.2023	05.08.2024