Oregon Department of Education Office of Educational Improvement and Innovation

Public Service Bldg State Instructional Materials Services

255 Capitol St NE

Salem OR 97310

**Request for Approval to Postpone Selection and**

**Use of Adopted Instructional Materials**

***(OAR 581-022-1650, ORS 337.120)***

District Name Address City Zip

ESD Name ESD Address City Zip

Contact Person Name Telephone Number Current Date Date approved by local school board

1. Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Reason for seeking postponement

3. Projected date for installing new materials [Note: This date shall not be later than one year from the beginning of the school year following the state adoption. On this date new materials must be installed or an independent adoption notification sent to the Department of Education indicating what materials are being used.]

4. Identify materials to be used during the postponement (use reverse side for additional listings):

|  |  |  |
| --- | --- | --- |
| **Title** | **Name of Publisher** | **Copyright Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Statement of Assurance:** This postponement, causing an out-of cycle purchase, will not delay future purchases in other subject area.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of District Superintendent Please Print Name

**For Department Use Only**

❑ Approved ❑ Denied

 Oregon Department of Education Representative Date

 Form 581-4548-P (Rev. 3/11)