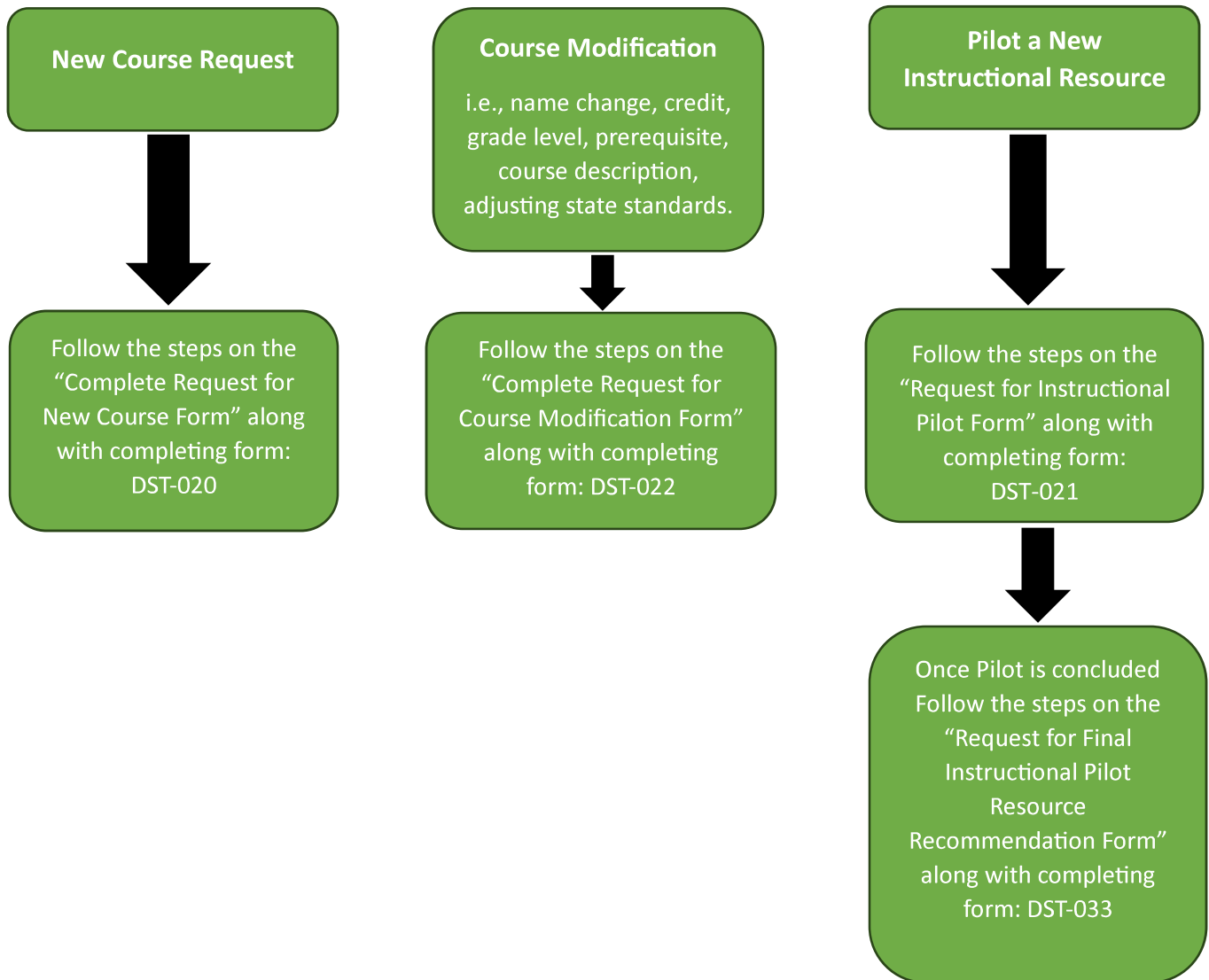




GUIDE TO CHOOSING THE CORRECT FORMS AND PROCEDURES FOR CURRICULUM

What are you looking to do?



Before completing any form, discussions must be held with your building administrator, department, and all pertinent district department chairs at all levels.

All forms being completed for the Special Education Program must be forwarded to the Special Education Director.



Steps to Complete Request for Final Instructional Pilot Resource Recommendation Form: DST-033

1. Please consult with your District Department Chairperson to determine whether this form is applicable, and the pilot has been approved.
2. Access the Staff Portal for Request for Final Instructional Pilot Resource Recommendation Form – DST-033
3. Complete the form with appropriate information requested:
 - a. When selecting a primary instructional material, the pilot committee must compare at least 3 different resources if available. Individual teacher supplemental resources do not need District approval when District funds are not being used.
 - b. Fill out form DST-033 for each resource being studied.

- Primary instructional materials (textbooks, software, databases, etc.) are those materials that are expected to be used consistently in classrooms.
- Supplemental instructional materials are those materials that are selected by individual teachers to enhance foundational materials.

4. Author sends completed Request for Final Instructional Pilot Resource Recommendation Form to the Administrative Assistant to Teaching and Learning. The Administrative Assistant to Teaching and Learning will distribute to all administrators and teachers for their review. Any comments should be directed to the District Department Chair within 3 school days.
5. Once discussed and approved at the building level, the request is sent to the Assistant Superintendent of Teaching and Learning.
6. Assistant Superintendent will bring to District Department Chair Council (DDCC). Person requesting pilot (or designee) will present at DDCC meeting. DDCC will discuss and vote.
7. Pilot request will go to the Teaching and Learning Board of Education sub-committee for recommendation for approval.
8. Assistant Superintendent will take to the Board of Education for formal Board approval of the final instructional pilot resource to be purchased for classroom use. Pilot team may be asked to present to the Board of Education.
9. Timeline for the forms to be completed and submitted:
 - a. High School – November CRC meeting
 - b. Middle School – November
 - c. Elementary - Does not pertain



REQUEST FOR FINAL INSTRUCTIONAL PILOT RESOURCE

RECOMMENDATION

Part I: Review

DISTRICT DEPARTMENT CHAIR COUNCIL RESULTS/SIGNATURES		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Revision Necessary
Recommendation:		
High School Signature: Kevin Kopec	Digitally signed by Kevin Kopec Date: 2026.03.18 15:22:49 -04'00'	Date: 3-18-26
Middle School Signature: Corry Haddad	Digitally signed by Corry Haddad Date: 2026.03.18 15:05:41 -04'00'	Date: 03.18.26
Upper Elementary Signature:		Date:
Lower Elementary Signature:		Date:

Name(s) of Research Team Members Monty Gallaher	Date 3-6-26
Course Name AP Psychology	Subject Social Studies
	Grade 11-12

Texts/Resources Reviewed			
	A	B	C
Name	Myers' Psychology for the AP Course	Psychology AP Edition	Psychology 2e
Publisher	BFW Publishers	Pearson	OpenStax (open source)
Edition	4th Edition - Copyright 2024	6th Edition - Copyright 2021	2nd Edition

I - a. Effectiveness of the Resource: Each committee will be responsible for establishing selection standards for each criterion in the following categories.		Rank Resource A, B and C by typing 1, 2 or 3 in the box (3 being highest).		
RESOURCE RATINGS		A	B	C
1. Addresses the Michigan Standards.	1.	3	2	1
2. Content: In terms of achieving course goals...	2.	3	2	1
• Readability of the primary resource is appropriate for the grade/course		3	2	1
• Organizational of the primary resource is effective		3	2	1
• Information is accurate and balanced		3	2	1
• Illustrative material is effective and sufficient		3	2	1
3. Instructional Aids	3.	3	2	1
• Audio access available?		3	2	1
• Rate software and other resources provided with this resource.		3	2	1
4. AP Course only - resource addresses College Board Standards	4.	3	2	1
5. Bias - resources is free of racial, religious, gender, ethnic and cultural biases.	5.	3	2	1
TOTAL		27.00	18.00	9.00

I-b Resources - Questions

1. What additional resources and/or software are included with this primary resource?

A	B	C
Hardcover, E-book, hyperlink in text, video links, text related questions that can be graded with rubric so students get immediate feedback and 2nd chances for full knowledge and credit. Test bank questions and AP Exam correlated practice questions.	Hardcover, E-book, hyperlink in text, video links, text related questions that can be graded with rubric so students get immediate feedback and 2nd chances for full knowledge and credit. Test bank questions and AP Exam correlated practice questions.	Test bank, video guide, instructor answer guide to end of chapter questions, instructor PowerPoint slides.

List and indicate why additional resources will be requested.

A	B	C
All included	All included	Many would be needed due to limited availability of these items through OpenStax.

List other additional resources that are required and why.

A	B	C

2. Expense:

What is the cost and probable life? (i.e. binding, consumable)

A	B	C
\$13,214.65 for 35 hardcover textbooks and 66 digital access codes for individual students for six years. \$14,286 for 35 hardcover textbooks and 66 digital access codes for individual students for eight years.	\$12,671.20 for 35 hardcover textbooks and 66 digital access codes for individual students for six years. Also includes one copy of the AP Teachers Edition.	Zero - OpenStax is open source and free to all.

Is this a classroom resource or individual student resource?

A	B	C
Both. Hardcover textbooks are for classroom use and digital access is for individual student use.	Both. Hardcover textbooks are for classroom use and digital access is for individual student use.	Individual student resources since it is all digital and there is no hardcover textbook.

Name of text/resource selected: **Myers' Psychology for the AP Course (4th Edition) Text & E-book**

Rationale for selection: Students like it and the teacher loves it. Students can read or listen to the book, then answer questions which are graded immediately. If correct, great move on. If incorrect, the book tells the student why the answer they gave is wrong and where to further investigate in the book for the correct answer and gives them a 2nd chance. This continues until they get the correct answer. So even if the student get the wrong answers... they are LEARNING! The content aligns with the AP standards and objectives. There are also good practice test questions that relate to the AP Exam format.

How does the resource address the Michigan Standards? If this is an AP course, is this text a college board approved AP text?

The resource does address MI Standards, but more importantly it addresses the AP standards and aligns with the AP Psychology Course & Exam Description perfectly. This is a College Board approved AP textbook.

Which standards are not addressed? **N/A**

Which of these topics may surface as a result of using this resource? Race Gender Sexual identity and orientation sex suicide
 School shootings Abuse Magic Religion Politics Climate change Immigration Substance Abuse Other

Depth of Student Learning

- a. Students need to be familiar with a broad range of human experiences which can help them learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, develop techniques for formulating and evaluating position, and act in a responsible and effective manner.

The scope of work should:

- Relate to the outcomes of a course of study, school mission and the level of maturity the students;
- Not indoctrinate students to a particular point of view;
- Encourage open-mindedness and is conducted in a spirit of scholarly inquiry.

- b. Give examples of how the resource addresses the different wheels on the Depth of Knowledge chart to ensure the best resource for student learning.

This is a college-level textbook that is approved for the AP course so it is rigorous. It requires students to analyze and synthesize information from multiple sources, to conduct projects and report results, and supports ideas with details and examples as levels 3 and 4 of the DoK wheel ask students to do.

c. Expense

What is the cost and probable life? (i.e. binding, consumables) Please attach a quote from the company.

\$13,214.65 for 35 hardcover textbooks and 66 digital access codes for individual students for six years.

Is this a classroom resource or individual student resource? Hardcover textbooks are for classroom use and digital access is for individual student use.

d. References - Contact at least 2 other districts and collect comments on the following questions.

How effective is the resource in meeting your subject goals?

Two teachers from the Troy School District shared the following:

The content is well organized and aligns very closely with the AP Psychology curriculum, which makes it easy to structure lessons and ensure students are covering the required material. One of the strengths of the book is how clearly it explains complex psychological concepts, especially throughout the biology unit, and the examples, visuals, and real-world applications help students better understand the material. Also, the practice questions and review sections are very helpful for preparing students for the AP exam. Also, the students who choose to complete the assigned readings tend to find the reading engaging and accessible, which helps keep them interested in the content.

What concerns do they have about this resource?

Neither teacher from the Troy School District had any concerns or criticisms.

See page 5 for "Material Request form".

Send complete form to District Department Chair who will review and forward to the Administrative Assistant to Teaching and Learning.



FOR OFFICE USE		
Date Entered:	PO #	Assistant Superintendent Signature:

INSTRUCTIONAL MATERIAL REQUEST FORM

EMPLOYEE NAME	GRADE/DEPT	DATE REQUESTED
RATIONAL FOR REQUEST		
DISTRICT DEPARTMENT CHAIR	ACCOUNT #	

ORDER FROM		
NAME OF COMPANY (Use bid sheet or REMC costs for company and price whenever possible)	BUILDING	
ADDRESS	ADDRESS	
PHONE	FAX	ATTENTION

QUANTITY	CAT. NO.	DESCRIPTION	PRICE EACH	TOTAL
				0
				0
				0
				0
				0
				0
				0
				0
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				0
				0
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				0
				0
				0
				0
				0
				0
				0
				0
				0.00
				0.00
			Shipping	
			TOTAL	0.00

PLEASE COMPLETE ALL INFORMATION REQUESTED.