American Leadership Academy

Supplementary Materials Approval

ALA Policy 1100 requires that all Supplementary Materials be approved in writing by the school principal before they can be used for instruction. Supplementary Materials are defined as materials intended to be used multiple times thought out a course but not as the primary source of information. They may include books, software, manipulative, and other items. Educators should use this form for approval of Supplementary Materials. Incidental materials meant to be used as part of a single unit do not require principal approval.

Request Date: _____ Name of Educator: _____

Name of course in which material will be used: _____

Describe the Supplementary Materials you which to use, including title, author, publisher, URL and publication date.

Describe how the materials will supplement the approved primary materials for this course.

Describe how the materials align to the Utah Core Standards.

State the frequency or length of time the materials will be used.

Educator Signature: _____ Date: _____

The materials described above hereby ☐ Approved ☐ Denied

Principal Signature:_____Date: _____