

May 2017

## PROCEDURES FOR ADOPTION OF TEXTBOOKS OUTSIDE THE STATE- APPROVED LIST

The State Textbook Law, Code of Alabama, §16-36-62(d), gives local school systems the flexibility to choose textbooks/materials that are not on the state adopted list. However, the law does **not** allow school systems to consider textbooks/materials that have been rejected by the State Board of Education. The process for choosing textbooks outside the state list is as follows:

1. The textbooks/materials must be recommended by the local textbook committee, and, upon the recommendation of the local superintendent, adopted by the local board of education. The fact that this has been done should be reported on *Form TB-1B, Report of Local Adoption of Textbooks Outside State-Adopted List*. This form is available from the State Textbook Office and is also on our Web site ([www.alsde.edu](http://www.alsde.edu)).
2. The company should provide the local school system with a letter explaining why the textbooks/materials were not submitted to the state for adoption. One valid reason would be that the materials were not ready by the bid deadlines set by the state because they were in the process of being revised.
3. A reason from the publisher for not submitting a textbook for state adoption is not necessary if the reason is self-explanatory. One such instance would be that the science adoption was held in 2015 and the local board of education in a later year adopted an additional science textbook with a copyright date that was not available at the time of state adoption.
4. Acceptance of the reason for not submitting textbooks/materials is determined by the local board of education.
5. The local board of education should obtain a “local contract” from the publishing company for the textbook/materials. This is a contract between the publisher and the local school system to supply textbooks/materials for six years, or for the longest term possible. This contract would then have the same terms as state approved textbooks/materials. The price should be net wholesale f.o.b. county or city board of education. In some instances, the publisher issues a “statewide local contract” that covers all school systems provided from the publisher through the Publishers’ Warehouse in Birmingham.