

**NOTIFICATION OF AN “OFF-LIST”
PURCHASE OF A BASAL* TEXTBOOK OR PROGRAM**

(* Basal: one that serves as the primary means of instruction in a content area for a grade level or course)

**Request to purchase basal textbook and instructional materials not found
on the State Multiple List (regardless of funding source)**

KRS 156.445(1) states that “No textbook or program shall be used in any public school in Kentucky as a basal title unless it has been recommended and listed on the state multiple list by the State Textbook Commission **or** unless a school and district has met the notification requirements under subsection (2) of this section . . .” which indicates that “a school council, or if none exists, the principal, may notify, through the superintendent, the State Textbook Commission that it plans to adopt a basal textbook or program that is not on the recommended list, by submitting evidence that the title it has chosen meets the selection criteria of the State Textbook Commission, . . . the subject specific criteria of the textbook reviewers . . . and complies with the required publisher specifications.” Furthermore, KRS 156.027, 704 KAR 3:455 and Federal IDEA require materials in accessible, alternative format. Hence, please complete the following information, attach the required documents, obtain the required signatures, and file at the District. **Complete the Off-List Notification online form for official notification to KDE.** Upon the receipt of the Off-List Notification online form, a confirmation will be sent to the local superintendent or designee by the KDE instructional resources consultant. If additional information, documents, or signatures are needed before the “off list” notification can be filed with the State Textbook Commission, an email will be sent to the district textbook coordinator specifying the missing item(s).

NOTE: The purchase of supplemental or reference materials does not require a notification.

Title	Grade Level/Course
Publisher	Copyright/Edition
ISBN (International Standard Book No.)	Cost
Is this textbook or program an updated version of a title on a current state multiple list?	Yes No
List district and school(s) that will include the title in the purchasing plan	

The following five attachments must be kept on file at the district to document compliance with “Off-List” basal materials purchase requirements.

1. The state-approved evaluation instrument for the appropriate content area, completed, signed and dated indicating the basal material is recommended and that moderate or strong evidence supports the material’s compliance with the subject specific criteria. (Blank evaluation instruments are located in applicable adoption group sections in the Textbook and Instructional Resource section of the KDE website)
2. A written rationale that states the need for this item and how it better meets the needs of students than items on the state multiple list.
3. A statement from the vendor indicating the cost of the item and a list of gratis items, if any, with purchase.
4. A statement from the vendor indicating the availability of accessible alternative formats of the basal and related items. (See requirements and statement on the next page.)
5. For a textbook, a completed **Form B** provided by the vendor agreeing to either Clause 1 or 2. For an electronic/digital resource, **Form M** provided by the vendor agreeing to either Clause 1 or 2. (Copies of Form B and Form M are provided on the KDE Textbooks Web page)

Signatures Required

School Council Chair or Principal	<hr/>	Date	<hr/>
District Textbook Coordinator	<hr/>	Date	<hr/>
Local Superintendent or Designee	<hr/>	Date	<hr/>

For assistance, contact: kdetextbooks@education.ky.gov	KDE Textbooks Web page
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Assurance of Availability of Accessible Alternative Formats

(Share with vendor when requesting the statement about the availability of accessible formats.)

Kentucky has elected to meet the federal National Instructional Materials Accessibility Standards [NIMAS] mandates through participation in the [National Instructional Materials Access Center \(NIMAC\)](#) in Louisville, Kentucky. With the passage of the Individuals with Disabilities Education Act (IDEA) in 2004, publishers are **required** to submit a NIMAS-conformant file set for basal print instructional resources and related print resources with a **text publication date** after July 2006**. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to kamd2@education.ky.gov, within 40 days of the signed statement of assurance below.

For print basals and related print resources with a **text publication date** prior to July 2006**, publishers continue to have the option of providing these resources in accessible format in accordance with Accessibility statute [KRS 156.027](#) and regulation [704 KAR 3:455](#). (These files must be approved and accepted by KAMD staff within 60 days of the signed statement of assurance below.) In lieu of submitting files directly to the Kentucky Accessible Materials Database [KAMD] as described in the regulation, a NIMAS-conformant file set may be submitted to NIMAC for validation. A copy of the certificate of validation of accessibility from NIMAC for the NIMAS files must be submitted to kamd2@education.ky.gov, within 40 days of the signed statement of assurance below.

****Text Publication Date [from [National Instructional Materials Access Center \(NIMAC\)](#)]**

- This date refers to the date the edition was released to schools or on the market, regardless of its copyright date.
- Use four-digit year for this.
- Often this date will be the same date as copyright date.

Vendor: Complete, sign and date the assurance statement below, indicating that which applies to this request for off-list items to be purchased:

<input type="checkbox"/>	Items have a publication date** <u>prior</u> to July 2006 that is
<input type="checkbox"/>	NIMAS files will be/have been submitted to NIMAC and validation certificates will be submitted to KDE within 60 days of the date of this assurance statement.
<input type="checkbox"/>	NIMAS files will not be submitted to NIMAC; therefore no validation certificates will be submitted to KDE.
<input type="checkbox"/>	Level 1, Level 2 or Level 3 files as described in 704 KAR 3:455 will be approved and accepted by KAMD staff within 60 days of this assurance statement.
<input type="checkbox"/>	Level 1, Level 2 or Level 3 files as described in 704 KAR 3:455 will not be submitted to KAMD.

or

<input type="checkbox"/>	Items have a publication date** <u>after</u> July 2006 that is
<input type="checkbox"/>	Therefore, NIMAS files will be submitted to NIMAC and validation certificates will be submitted to KDE within 40 days of this assurance statement

Vendor signature _____

Date _____

All NIMAS file sets must be submitted directly to NIMAC according to NIMAC instructions, not to the Kentucky Accessible Materials Database [KAMD]. This applies to both pre- and post-August 2006 published items.

**Text Publication Date [from [National Instructional Materials Access Center \(NIMAC\)](#)]

[IDEA](#)
[KRS 156.027](#)
[704 KAR 3:455](#)