

**For Administrative
Purposes**

Approved: _____ Denied: _____
Date: _____

**Permission to Purchase
Materials/Resources/Videos for Classroom Use**

Anyone wishing to purchase any materials/resources/videos for use in the classroom must complete this form and obtain the required signatures. According to board policy (4630-3a: Procedure for Selection of Instructional Resources) the building principal must be aware of the request and you must seek the approval of the Assistant Superintendent/Instruction. Send this form to the **Materials Center**.

Title of the desired resources/materials/videos: _____

Please list the New Mexico Standards and Benchmarks which will be covered: _____

Please justify the relationship of the resources/materials/videos to the course of study: _____

For Video Information Only

Does the video contain any inappropriate content? Yes _____ No _____

If yes, please explain: _____

Is the video suitable for the comprehension and maturity level of the student? Yes _____ No _____

If no, please explain: _____

Can the video create controversy among students, parents or community groups? Yes _____ No _____

If yes, please explain: _____

By signing this form you are acknowledging your responsibility to uphold the copyright law and comply with Board Policy 4630.

Teacher/Instructor

Principal

Assistant Superintendent/Instruction