

District Instructional Materials Committee

Process for Articulation of Classroom-based Materials

1. Teacher completes “Request for Approval of Materials” form for each item with the appropriate signatures. Forms are online in .doc form and available to download from the district website at <http://www.shorelineschools.org/departments/instruction/curriculum/dimc/default.php>
2. Completed form and all materials to be reviewed are sent to the Instruction department by the submission date.
3. If the materials are for Language Arts, they will be reviewed by the Language Arts articulation committee. If it is for another subject area, DIMC members review the materials before the meeting.
4. Materials are discussed at the DIMC meeting, and reviews recommendations made by the Language Arts Articulation committee.
5. DIMC makes a recommendation for final articulation to the school board.
6. Director of Teaching and Learning takes the final recommendations of the committee to the school board for approval.
7. A list of approved materials is available on the district website at <http://www.shorelineschools.org/departments/instruction/curriculum/dimc/default.php>

DIMC Flowchart

