

**School Library Media Programs
Evaluation and Selection of Instructional Materials
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland**

Teacher Approval for Instructional Materials Using EPIC

1. Teachers may access the evaluation form (365-25) Evaluation of Instructional Materials on the MCPS website in the search box. The software evaluation form is 365-29.
2. The Record of Evaluation for Instructional Materials (365-25) will appear in pdf format.
3. The form may be completed online, printed, and signed by two professionals before it is sent to the Evaluation and Selection Unit, Lincoln Center.
4. Form must be completed with the required information as stated below in *How to Complete a 365-25 Record of Evaluation For Instructional Materials and Library Books*.

**How to Complete a 365-25 Record of Evaluation For Instructional
Materials and Library Books**

Required Information:

- | | |
|-----------------------------|-----------------------------------|
| 1. Title | 8. Subject/Unit- List is provided |
| 2. Author | 9. Recommendation (Select One) |
| 3. Publisher or Vendor | H – Highly Recommended |
| 4. Copyright and Price | R - Recommend |
| 5. ISBN # | M - Marginal |
| 6. Grade Level | N - Not Recommended |
| 7. Type of Material | D - Disapproved |
| TB-Textbooks | 10. Two Signatures |
| LB Library Books | |
| V-Video | |
| IM- Instructional Materials | |

