

New Mexico

Public Education Department

**REVISED: 03.05.2025**

Instructional Material

**Waiver rEQUEST**

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| **Instructions**: Please complete this form electronically from the superintendent, charter school administrator, or designee. Email to: [**Waivers.PED@state.nm.us**](mailto:Waivers.PED@state.nm.us) in word document format.  **Note**: The response boxes expand automatically as you add text. | | | | |
| District/Charter School: | | | | |
| Superintendent or Charter School Administrator: | | | | |
| Mailing Address: | | | State: NM | Zip Code: |
| Phone: | Fax: | Email: | | |

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| LEA Instructional Material Contact: | | | Title: |
| Phone: | Fax: | Email: | |
| Date Submitted: | |  | |

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| Does local school board policy require board approval prior to this request? | Yes | No |
| If yes, has board approval been obtained? | Yes | No |
| Date of board approval: |  | |

**If Using Multiple Waivers, Please Use a Separate Request for Each**

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| **Applicable Statute and/or State Rule** |
| **22-15-9. Distribution of Funds for Instructional Materials**  C.     An amount not to exceed fifty percent of the allocations attributed to each school district, state institution or adult basic education center may be used for instructional material not included on the multiple list provided for in Section [22-15-8](http://www.conwaygreene.com/nmsu/lpext.dll?f=FifLink&t=document-frame.htm&l=jump&iid=67290cb.6decd45c.0.0&nid=9e67#JD_22-15-8) NMSA 1978.  The local superintendent may apply to the department for a waiver of the use of funds allocated for the purchase of instructional material either included or not included on the multiple list. If the waiver is granted, the school district shall not be required to submit a budget adjustment request to the department.  **New Mexico Administrative Code 6.75.2.13.C**: Each public school district and eligible state educational institution shall not spend more than fifty percent of its total instructional material allocations to purchase instructional material not adopted by the department. |

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| **This is a waiver request for all** | | | |
| Schools | Elementary schools | Middle schools | High schools |

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| **Please complete ALL 10 of the requested items of information.** | | | | |
| 1. Number of students to be affected by this request |  | | | |
| 1. Subject/course areas to be purchased through this request | ELA/Reading | | Arts | |
| Social Studies | | Math | |
| Science | | Physical Education | |
| Modern, Classical, Native Lang | | Career and Tech Education | |
| Health | |  | |
| 1. The challenges relating to instructional material to which the school/district is facing |  | | | |
| 1. How the transfer of funds will assist in meeting your instructional material challenges |  | | | |
| 1. Provide the ISBN # and a description of the non-adopted instructional materials that you are requesting as part of this waiver | ISBN # | Publisher and  Copyright Date | | Description of Materials |
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| 1. Provide a budget justification for this purchase. Include in your justification your prior-year carryover, current adopted and non-adopted allocations, and the dollar amount of funds to be moved from the adopted expenditure code 56107. | |
| **Justification** | |
| Prior year carryover: | |
| Current adopted allocations |  |
| Non-adopted allocations |  |
| Amount requested for transfer |  |

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| 1. Describe the review and evaluation process your district followed in selecting these non-adopted materials. List the adopted materials that were reviewed but not selected. |
| **List of adopted materials that were reviewed but not selected** |
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| 1. Describe the appropriateness of these materials for your students. Provide a rationale with quantitative and qualitative data that support your request, include evidence these non-adopted instructional materials are research-based. (How do you know or will you know the material is contributing to student success?) |
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| 1. Provide procedures for how NM standards and benchmarks will be addressed and evaluated if the waiver is approved. |
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| **FOR PED INTERNAL USE ONLY** | |
| Reviewed by: | Date: |
| **Rationale for Approval:** | |
| Concur with staff recommendations for approval.  Mariana D. Padilla  Secretary of Public Education | Date: |
| **Rationale for Non-Approval:** | |
| Concur with staff recommendations for non-approval.  Mariana D. Padilla  Secretary of Public Education | Date: |
| Returned to Superintendent or Charter School Administrator by: | Date: |

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