

**PRESENTATION(S) BY OTHER THAN DISTRICT INSTRUCTIONAL STAFF**

In compliance with School Board Procedure 2020, Course Design, Selection and Adoption of Instructional Materials, presentations by anyone other than Cheney Public Schools (CPS) instructional staff must be approved in advance by the building principal utilizing Form No. 1112. Form 1112 should be submitted to the building principal two weeks prior to the proposed presentation date in order to be considered. All presentations must fall within the adopted curriculum of CPS.

**Application** (completed by a CPS educator and turned in to building principal)

Staff Member Submitting Form: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Proposed Presenter: \_\_\_\_\_

Title/Qualification of Proposed Presenter: \_\_\_\_\_

Topic of Proposed Presentation: \_\_\_\_\_

Proposed Student Audience: (i.e. school, grade, etc.) \_\_\_\_\_

Instructional Purpose of Proposed Presentation: \_\_\_\_\_

Date of Proposed Presentation: \_\_\_\_\_ Time: \_\_\_\_\_

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**Principal Authorization** (completed by building principal: 1 copy to Curriculum Dept.; 1 copy to applicant)

The above presentation must fall within the adopted curriculum of Cheney Public Schools for grade level and subject area.

The proposed presentation is \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED for the following reasons:

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Post Presentation Evaluation** (completed by applicant and returned to Curriculum Dept. for retention)

The staff member submitting original form must rate the completed presentation utilizing the following criteria:

Appropriate    Inappropriate    Not Applicable/  
Missing

- A. Community standard
- B. Age and maturity level of student audience
- C. Alignment with Curriculum and Essential Learnings
- D. Bias content: ethnicity, gender, cultural, religion,  
Socio-economic

Other comments: \_\_\_\_\_

Would you recommend this presentation? \_\_\_\_\_ YES \_\_\_\_\_ NO