MISSISSIPPI DEPARTMENT OF EDUCATION

ACCREDITATION ACCOUNTABILITY STANDARDS

INSTRUCTIONAL MATERIALS

2026 SCHOOL TEXTBOOK RUBRIC

School Textbook Coordinator	Date of Observation	Grade Levels

School Name	District Name

TIMS Inventory Verified	MSIS Student Enrollment Verified

Type of Audit ☐ **Unofficial Audit** ☐ **MDE Scheduled Audit** ☐ **Legislative Audit** ☐ **Non-Public/Special** ☐ **Public**

This Rubric is a monitoring document for the following
NON-PUBLIC ACCOUNTABILITY STANDARDS 16, 16.1, and 16.2.
PUBLIC ACCOUNTABILITY STANDARDS 19, 19.1, and 19.2.

Instructions: Place a check in the box beside each indicator that you find present in terms of instructional materials. Refer to the current *Mississippi Textbook Administration Handbook Rules and Regulations* for more complete information about the expectations for meeting the standards.

TIMS and MSIS Verification Instructions: Review all applicable content areas, grades, and courses in the school's TIMS inventory report. Cross-check the grade levels and courses offered against the MSIS enrollment and course/section records. Identify any content area or course missing from TIMS and document discrepancies. For each applicable grade or course, compare the number of students requiring materials with the number of usable student copies available. Exclude surplus, damaged materials, and teacher editions from student-copy totals; verify assigned digital licenses and actual student access where applicable. A sufficient quantity means every student has access to the required instructional materials. Record shortages and corrective actions in the audit notes.

INSTRUCTIONAL PRACTICES

The school district is in compliance with state law and State Board of Education policies for state-adopted textbooks. {Miss. Code Ann. § 37-43-1, 37-43-24, 37-43-31(2), 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)} (7 Miss. Admin. Code Pt. 3, Ch. 79. R. 79.1, R. 79.2) (Refer to the current edition of *Mississippi Textbook Administration Handbook Rules and Regulations*).

Each school district provides students in each school with access to current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook. {Miss. Code Ann. § 37-43-1, 37-9-14(2)(b), and 37-301(ff)}

Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {Miss. Code Ann. § 37-43-51} (Refer to the current edition of the *Mississippi Textbook Administration Handbook Rules and Regulations*).

STANDARD 16 | 19: COMPLIANCE

Requirements

☐ The school district provides each student with current or otherwise appropriate textbooks/instructional materials, including instructional technology.

Textbook Handbook	*Evidence*	*Notes*
☐ Acquisition/Requisition ☐ Accounting and Condition of Textbooks	☐ Observations ☐ Interviews ☐ Storage Room	

STANDARD 16.1 | 19.1: ACCESS

Requirements

☐ The school district provides each student with textbooks/instructional materials that are in good condition.

☐ Each student has a copy of each required textbook or other required instructional materials for the course.

Textbook Handbook	*Evidence*	*Notes*
☐ Textbook Use	☐ Systematic Plan ☐ Student Enrollment ☐ Interviews	

STANDARD 16.2 | 19.2: INVENTORY SYSTEM

Requirements

☐ The school district meets the minimum requirements for the Textbook Inventory Management System.

Textbook Handbook	*Evidence*	*Notes*
☐ TIMS 2.0	☐ Current TIMS Report	