

Book Study Request Form
The University of Alabama/University of West Alabama In-Service Center

School/System: _____

School Shipping Address: _____ City: _____ Zip: _____

Book/Author: _____

ISBN: _____ Website: _____

What student achievement data are driving the request for this book study? _____

Goal(s)/Outcome(s): _____

Name of Facilitator: _____ Email Address: _____

The facilitator agrees to the following responsibilities:

1. Publish the meeting schedule (dates; times; topics) and distribute it to each participant before the first meeting;
2. Remind participants of the meetings;
3. At each meeting have participants register on a sign-in sheet provided by the In-Service Center;
4. Make sure there is a discussion leader and agenda for each meeting;
5. Distribute evaluation forms provided by the In-Service Center at the last scheduled meeting;
6. Return to the In-Service Center the following **within two weeks of final meeting**: a final copy of meeting dates and times; the sign-in sheets for each meeting; **an agenda for each meeting**; the evaluation forms.

On a separate page, list Faculty Participants AND their Grade Levels.

What method will be used for conducting book study?

- Conventional (face to face) Moodle Blogging Other _____

Meeting Date	Begin Time	End Time

Principal Signature: _____ Date _____

Facilitator Signature: _____ Date _____

FAX (205.348.0992) or E-Mail (tbarron@bamaed.ua.edu) completed form.