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Board of Directors:

Jay Hagen
Shaunna Ballas
Dr. Sara Fagerlie
Brandy Hekker
Josh Seek

March 10, 2021

Dear [REDACTED]

This letter is to acknowledge that on March 4, 2021, Snohomish School District received a Request for Documents in which you requested the following information:

1) Copy of, or link to the current process of adopting new novels, novelas and short stories for the high school English departments at SSD. Currently approved reading lists of novels, novelas and short stories for the SSD high school English departments. All current 9th grade English assignments, lesson plans and study guides for "Anthem." For example: Canvas modules and assignments (one's that are only online assignments), and other assignments that are downloadable documents such as Word docs or other types.

The district has included Policy 2020 and Procedures 2020P and also our form 2020F8 Request for Literacy Works, which is how our process works if we were to add a new novel to our list. *Anthem* has been on the list for many years and the district does not have any documentation for the time frame when it was added since it is past the retention period. The current list of novels for grades 7th – 11th is included. Also included, are the lesson plans and assignments for *Athem*.

The documents are being sent in electronic format. Since the cost is negligible for the electronic copies, I can forward these to you at no cost. This completes the records request.

Sincerely,
Kim Radek
Executive Assistant
to the Superintendent