

DATE: April 21, 2017

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jeremy A. Wartz, Instructional Materials Coordinator

RE: **NOTICE - # 3**
2017 Oregon State Adoption Process for Health & Physical Education

Category 1: Health Education – Grade K-5
Category 2: Health Education – Grade 6-8
Category 3: Health Education – Grade 9-12
Category 4: Physical Education – Grade K-5
Category 5: Physical Education – Grades 6-8
Category 6: Physical Education – Grades 9-12

Please review the updated information below regarding the 2017 Oregon Health & Physical Education Adoption.

1. Review Week

Publisher presentations and committee review sessions will take place during the week of August 7-11, 2017. We hope to have the location determined soon. We are still deciding between several locations and will notify you once we have more details.

Each submission will be given a one hour time slot for a presentation and 15 minutes for Q&A with the evaluation team. Two hours will be given for set up of presentation space immediately prior to the presentations. Presentation schedules will be released near the end of June. We are unable to accommodate requests for specific presentation days or times.

Publishers will be required to provide one full set of all materials submitted for evaluation. Instructions for shipping sample materials will be given when presentation schedules are released at the end of June.

2. Invoice Fees

Invoices were sent via email with payment due no later than June 2, 2017. You will have until Thursday, May 4, 2017 to officially withdraw, if you decide, from the adoption process without being obligated to pay the invoiced amount. If you withdraw after the official date, you will be obligated to pay.

Payment options include corporate checks, check, or money order payable to the Oregon Department of Education. Please review the invoice sent via email for further instructions.

3. OR-IMET for Health & Physical Education

The Oregon Instructional Materials Evaluation Tool for Health & Physical Education have been developed to help reviewers evaluate submissions of instructional materials. Criterion 1-10 from the Oregon Adopted Criteria for Health Education and Criterion 1-12 from the Oregon Adopted Criteria for Physical Education have been broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams.

There are three versions of this tool: Grades K-5, Grades 6-8, and Grades 9-12. All three versions are attached for your convenience for both content areas up for adoption.

4. Quality Criteria Documentation

This component of the Summary Form is due on 07/01/17 and is a required part of your submission for the Oregon Adoption. This is your opportunity to explain to reviewers in writing how your materials meet the criteria for adoption. In order to assist reviewers, your documentation should match the format of the OR-IMET for Health & Physical Education. Criterion 1-10 are grouped on the OR-IMET for Health Education is as follows:

- A. Criterion 1a, 1b, 1c, 2a, 2b, and 2c
- B. Criterion 3, 4a, 4b, and 4c
- C. Criterion 5a&c, 5b&d, 5e&f, 6, and 7
- D. Criterion 8a&b, 9, and 10

Criterion 1-12 are grouped on the OR-IMET for Physical Education is as follows:

- A. Criterion 1 and 2
- B. Criterion 3, 4, and 5
- C. Criterion 6, 7, 8, and 9
- D. Criterion 10, 11, and 12

Each of the above sub-criteria may have up to 5 examples (no more) per submission, and each grouping (A-D for Health Education & Physical Education) may use up to two pages to explain how your materials meet the criteria in that grouping.

The Quality Criteria Documentation should be submitted *via email and hard copy* to the Oregon Department of Education no later than 07/01/17 for each category submission. Please provide 5 hard copy sets of the Quality Criteria Documentation per submission. These documents may be printed in color or black and white, and they may be stapled, binder clipped, spiral bound, and/or placed in a paper folder.

5. Instructional Materials Summary Form – (Form 4824)

The Instructional Materials Summary Form is due by 07/01/2017. Please review the 2017 2nd Notice on the [Instructional Materials Announcements and Notices](#) webpage for Form 4824. Please complete a summary form for each category submission.

Research Based Documentation and Alignment

Please review Instructional Materials Summary Form 4824 for instructions on these optional submissions for each category submitted for review. If you decide to include these for reviewers, please provide *via email **and** hard copy* to the Oregon Department of Education no later than 07/01/17.

Attachments

- 2017 Publisher Timeline
- K-5 OR-IMET for Health & Physical Education
- 6-8 OR-IMET for Health & Physical Education
- 9-12 OR-IMET for Health & Physical Education
- K-5 Quality Criteria Documentation for Health & Physical Education
- 6-8 Quality Criteria Documentation for Health & Physical Education
- 9-12 Quality Criteria Documentation for Health & Physical Education

If you have further questions or need clarification, please contact Jeremy A. Wartz

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