

2021 PUBLISHER TIMELINE for English Language Proficiency

Category 1: Grades K-5/6

Category 2: Grades 5/6-8

Category 3: Grades 9-12

Approximate date	What/How/Specifications	Deadline Date Due
01/4/21	<p><u>NOTICE # 1- Instructional Materials Announcement Memo</u> Included:</p> <ul style="list-style-type: none"> • Circular of Information (Announcement of Instructional Materials Adoption) • Information Request Form • Northwest Textbook Depository- Explanation of Services • 2021 Oregon Adoption Process Schedule 	
	<p>Information Request Form Complete form and return to Aujalee by email.</p>	02/19/21
02/22/21 (or after receipt of the Information Request Form)	<p><u>NOTICE # 2- Instructional Materials Announcement Memo</u> Included:</p> <ul style="list-style-type: none"> • Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company • Bid Spreadsheet - Sample of electronic form to be downloaded in Excel format ONLY – Date your work. • Instructional Materials Summary (Form 4824) - Explaining submission of materials • Adoption Criteria Sheets • 2021 Oregon Adoption Process Schedule 	
02/24/21	<p>Publisher’s Briefing Remote Meeting Call-in & time information will be sent after registration.</p>	
	<p>Instructional Materials Proposal Form (Form 4538)</p>	03/08/21
	<p>Bid Spreadsheets Must be received in Microsoft Excel format ONLY via email</p>	03/19/21
04/19/21	<p><u>NOTICE # 3- Instructional Materials Announcement Memo</u> Included: Review Week Details & Quality Criteria Documentation</p>	
	<p>Bid Change Deadlines</p>	04/23/21

Approximate date	What/How/Specifications	Deadline Date Due
	No changes accepted after this date!	
04/26/21	Official Withdrawal Date	04/26/21
05/07/21	Individual Publisher Invoices emailed	
05/28/21	<u>NOTICE # 4- Instructional Materials Announcement Memo</u> Included: Invoice reminder, 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
	Invoice Payment Payment due upon receipt & MUST be received before evaluations begin. Mail to: Oregon Department of Education Office of Financial and Administration –Accounts Receivable 255 Capitol St NE Salem, OR 97310	NO LATER THAN 06/11/21
6/14/21	Presentation Schedule and Review Week Information	
	<p>Digital Materials Must provide access codes to allow up to 7 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials.</p> <p>Instructional Materials Summary Form (Form 4824) Complete form and return to Aujalee by email. Includes:</p> <ul style="list-style-type: none"> • Description of Submission • Quality Criteria Documentation • Research Based Documentation (optional – hard copy also accepted) • Alignment (optional – hard copy also accepted) • NIMAS assurance <p>MSST Forms B and M Complete per instruction page and email or US mail back by deadline. <i>(Please do not fax)</i></p> <p>Recording of Publisher Presentations <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i></p>	NO LATER THAN 06/18/21

Draft subject to change: (last updated: 4/20/2021 11:26 AM)

Approximate date	What/How/Specifications	Deadline Date Due
June 28- July 5	Review of Recorded Publisher Presentations	
09/01/21	Score Notification Scores and comments will be emailed.	
09/15/21	Bond Requirement for Publishers of Adopted Materials Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be due on 12/07/20 . <i>Contracts will not be accepted late due to inability to obtain bond on time.</i>	
	Publisher Response Response to evaluator comments must be received by Aujalee by this date to be published with the review and scores.	September 30, 2021
Oct. 2021	State Board's Proposed Adoption of Instructional Materials October 2020- Meeting live-stream link below: http://www.oregon.gov/ode/about-us/stateboard/Pages/State-Board-Video-streaming-and-Archives.aspx	
11/01/21	Publisher Contract/Bond mailed for execution Contract forms mailed and emailed.	
TBD	Regional Caravan Meetings Caravan details TBD	
	Executed Contract/Bond Due 2 Copies of signed contract and original bond to be returned to Aujalee.	12/06/21
	Video Caravan Link Due Video Caravan link for posting to our website.	12/10/21
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/22
	NIMAS File To be sent to NIMAC	02/01/22

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For any questions regarding this tentative timeline, please contact:

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