

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310

DATE: 06/07/2024

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Jenna Montgomery, Instructional Materials Coordinator

RE: **NOTICE - # 3**

2024 Oregon State Adoption for Health Instructional Materials

Category 1: ELA – Grades K-2
Category 2: ELA – Grades 3-5

Please review the updated information below regarding the 2024 Oregon Health Instructional Materials Adoption. Please note that [the 2024-2025 Publisher Timeline for ELA Instructional Materials](#) (attached) **has been updated to allow publishers more time to submit invoice payments and the Summary Form.**

1. Review Week- 7/29-8/01

The tentative review week schedule is as follows:

- **Monday, 07/29:** Evaluator training
- **Tuesday, 07/30:**
 - **AM:** **Live publisher presentations and Q&A.** ODE can accommodate Zoom presentations or in-person presentations, but recommend in-person if possible.
 - **PM:** Evaluators begin individually scoring each submission
- **Wednesday, 07/31:** Evaluators finish conducting individual scoring of each submission (indicated by the completion of an IMET for each program).
- **Thursday, 08/01:** Evaluators complete group scoring process, consensus discussion, and high quality feedback statements.

Publishers will be required to provide one full set of all materials submitted for evaluation. Instructions for shipping physical sample materials and submitting digital logins are listed below. **Scheduling for live publisher presentations/ Q&A will be sent out with Notice #4.** Please plan on having a representative available on 07/30 to deliver presentation and Q&A.

1. Invoice Fees - Due 07/08

Invoices are being processed and will be sent via email as soon as possible with payment due no later than 07/08/24. Please note that this due date has been extended to allow publishers a little more flexibility. Please do not send payment until you receive the invoice statement. Upon receipt of fees, the materials will be officially accepted for evaluation. Fees must be paid before evaluators are assigned materials to review.

Payment options include corporate check, checks, or money orders payable to the Oregon Department of Education. Further instructions regarding payment will be present on the invoice.

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2. Shipping/ Packing In Print Samples to Review Site

One full set of submitted materials, excluding lab kits/manipulatives/consumables, must be delivered to Oregon Department of Education, Public Service Building. Publishers can opt to ship materials or, if attending in-person for the presentations/ Q&As, they may also opt to pack in materials.

- **If materials are to be shipped:**

- They must arrive at the Public Service Building no later than July 19. Due to limited storage space, please arrange for the delivery to take place after July 1. Materials should be sent to the following address:

ATTN: Jenna Montgomery
Oregon Department of Education
255 Capital St NE
Salem, OR 97310

Large shipments wrapped on pallets must be pre-arranged with Oregon Department of Education.

Please reach out to Jenna to coordinate the delivery of pallets.

- **If publisher opts to pack in instructional materials:**

- If a publisher plans to come in-person for their presentations, they may also opt to bring or “pack in” the instructional materials themselves. Please let Jenna know if you plan to bring instructional materials personally, rather than ship them.

Publishers should not include programs that have not been submitted, multiple copies of the same program, promotional or sales materials, display units, or pre-publication proofs. Upon adoption, the materials sent for review will be catalogued and displayed with the Oregon Adopted Instructional Materials Collection. If you have any questions about shipment of physical materials, or about packing in instructional materials, please contact Jenna Montgomery.

3. OR-IMET for ELA

The Oregon Instructional Materials Evaluation Tool for English Language Arts was developed to help reviewers evaluate submissions of instructional materials. Non-negotiable (NN) criteria and alignment criteria (AC) from the Oregon Adopted Criteria for ELA have been broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams.

4. Instructional Materials Summary Form – (Form 4824) - Due 07/08

The [Instructional Materials Summary Form](#) is due by 07/08. Please review the 2024 Notice #2 on the [Instructional Materials Announcements and Notices](#) webpage for Form 4824. Please complete a summary form for each category submission. Included within the summary form are the Quality Criteria Documentation (required) and the optional Research-Based Documentation and Alignment Documents. See below for further information about those components.

5. Quality Criteria Documentation- Due 07/08

This component of the Summary Form is a required part of your submission for the Oregon Adoption.

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[The Quality Criteria Documentation](#) should be submitted in PDF format *via email* to the Oregon Department of Education no later than 07/08 for each category submission. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than 7/08.

6. **Research-Based Documentation and Alignment- Due 07/08**

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 them *via email* to the Oregon Department of Education no later than 07/08. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than 07/08.

7. **Online Access to Digital Materials - Due 07/08**

Reviewers shall have access to the instructional materials from July 8-August 12, 2024. Publishers must provide login credentials for six reviewers per category in which they are submitting materials. Instructions for use of digital materials should be provided with login credentials. Please see page 3 of this document for further information. **Online Access to Digital Materials are due by 07/08/2024.** Please send a list of usernames and passwords in the format of the table on the next page (and page 3) to Jenna Montgomery by June 19, 2024.

8. **Manufacturing Standards & Specifications (MSST) (Forms B & M) - Due 07/08**

These two MSST forms are to be completed, signed, and then scanned and emailed no later than 07/08/24. Please download the attached forms uploaded along with this Notice and return by due date.

Attachments

- 2024 Publisher Timeline (Updated)
- [Oregon Instructional Materials Summary Form](#)
- [Quality Criteria Documentation](#)
- [MSST Form B](#)
- [MSST Form A](#)
- Guidelines for Submission of Digital Instructional Materials for Access by the Instructional Materials Review Committees

If you have further questions or need clarification, please contact Jenna Montgomery.

Mail to: 255 Capitol St. NE, Salem OR 97310, Attn: Jenna Montgomery

Fax to: (503) 378-5156 or scan and email

Email: jenna.montgomery@ode.oregon.gov

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Guidelines for the Submission of Digital Instructional Materials for Access by the Instructional Materials Review Committees

To ensure that all digital materials receive a complete and quality review, publishers who include digital materials in their bids are requested to provide the following:

- **Tutorial:** A clear tutorial of how to use and navigate the electronic resource must be provided. The format of this tutorial may be video and/or step-by-step written instructions with screen shots and may be posted online. If you choose to provide a video tutorial, please keep it concise and under 10 minutes in length.
- **Access:** Access to digital resources is to be made available throughout the review process (July 08-August 12) and by-request during the selection year. Access to the entire resource (not limited to a sample) of adopted materials must be provided. Access must allow the reviewer to examine the electronic resource from the point of view of a student, a teacher, and an administrator. Adopted materials will need to be made available through the Instructional Materials Viewing Site (Hamersly Library) for the adoption contract period.
- **Specifications:** Provide documentation stating the technology specifications for the teaching/learning resources and how to access the resource. This may include but is not limited to the operating system and browsers that support any web-based electronic resources to be reviewed. If the resource is in a format that is not available online (e.g., CD, DVD, App, etc.) one copy should be sent along with print materials submitted. It is necessary that all stakeholders, beginning with the review committee members, know the minimum requirements necessary to use the resources. Reviews will be conducted on a bring-your-own-device basis, including laptops and tablets running either Windows or Apple (Macintosh) operating systems, as well as other operating systems. This BYOD environment is similar to the environment in which materials will be expected to perform in educational settings.
- **Digital Materials Submission: Usernames and Passwords:** Login credentials for up to six reviewers per submission and category must be provided. Where possible, please provide a singular login that can be used by all reviewers in a committee or each category. If individual logins must be assigned, please submit log-in credentials in the following format:

Category & Submission #	User Name	Password
Cat 1, Sub XXXX*	orreview1	orimrc1
Cat 1, Sub XXXX	orreview2	orimrc2
Cat 1, Sub XXXX	orreview3	orimrc3

*Submission number may be found on your bid sheet "Invoice Amount" tab and on your invoice statement

**usernames and passwords listed above are examples only

NOTE: All reviewers have access to a computer; however, not all have access to specific technologies for which some resources have been designed (e.g., iPad, Tablet, Kindle, Nook, etc.). Please provide access to all materials in a format that is navigable via standard web browsers or in PDF format.