

2024-25 PUBLISHER TIMELINE for Health Education Instructional Materials

Category 1: Grades K-5
Category 2: Grades 6-8
Category 3: Grades 9-12

The 2024 evaluation will be hosted in a hybrid format.

Approximate date	What/How/Specifications	Deadline Date Due
01/19/23	<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 • 2024 Oregon Adoption Process Schedule 	
	<p>Information Request Form Complete form and return to Instructional Materials Coordinator by email.</p>	02/16/24
02/16/24	<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 • Final Adoption Criteria • 2022 Oregon Adoption Process Schedule 	
02/14/24	<p>Publisher’s Briefing Remote Meeting Call-in & time information will be sent after registration.</p>	
	<p>Instructional Materials Proposal Form (Form 4538)</p>	03/08/24
	<p>Bid Spreadsheets Must be received in Microsoft Excel format ONLY via email</p>	03/18/24

Approximate date	What/How/Specifications	Deadline Date Due
04/5/24	NOTICE # 3- Instructional Materials Announcement Memo Included: Review Week Details & Quality Criteria Documentation	
	Bid Change Deadlines No changes accepted after this date!	04/19/24
04/23/24	Official Withdrawal Date	04/23/24
05/1/24	Individual Publisher Invoices emailed	
05/10/24	NOTICE # 4- Instructional Materials Announcement Memo 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 06/19/24
No later than 6/19/24	Presentation Schedule and Review Week Information	
	Digital Materials Must provide access codes to allow up to 5 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials. Instructional Materials Summary Form (Form 4824) Complete form and return to Instructional Materials Coordinator by email. Includes: <ul style="list-style-type: none"> • Description of Submission (required) • Quality Criteria Documentation (required) • Research Based Documentation (optional) • Alignment (recommended) • NIMAS assurance (required) MSST Forms B and M and Accessibility Conformance Report (ACR)	NO LATER THAN 06/19/24

Approximate date	What/How/Specifications	Deadline Date Due
	Complete per instruction page and email by deadline. <i>(Please do not mail or fax)</i> Recording of Publisher Presentations <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i>	
July 2023	Review of Recorded Publisher Presentations, Q&A, Hybrid Science Instructional Materials Evaluation	
08/16/24	Score Notification Scores and comments will be emailed.	
08/19/24	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 12/06/24. Contracts will not be accepted late due to inability to obtain bond on time.	
	Requests for Reevaluation Due Aujalee must receive request letters by this date to be considered for reevaluation.	August 23, 2024
	Publisher Response Aujalee must receive response to evaluator comments by this date to be published with the review and scores.	September 13, 2024
Oct. 2024	State Board's Proposed Adoption of Instructional Materials Meeting live-stream link can be found on Boardbook. _____	
11/01/24	Publisher Contract/Bond emailed for execution Contract forms emailed.	
TBD	Regional Caravan Meetings Caravan details TBD	
	Executed Contract/Bond Due Signed contract and original bond to be returned to Instructional Materials Coordinator by email. .	12/06/24
	Video Caravan Link Due Video Caravan link for posting to our website.	12/06/24
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/25

<i>Approximate date</i>	<i>What/How/Specifications</i>	<i>Deadline Date Due</i>
	<p>NIMAS File To be filed with NIMAC no later than 2/1/25.</p>	<p>02/01/25</p>

For any questions regarding this tentative timeline, please contact:
ODE.InstructionalMaterials@ode.oregon.gov