

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310

DATE: 03/28/2024

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

Please review the updated information below regarding the 2024 Oregon Health Instructional Materials Adoption.

1. Review Week

The tentative evaluation timeline is as follows:

- Week of July 8: Evaluators review recorded publisher presentations and attend synchronous virtual Q&A sessions with publishers.
- Week of July 15: Evaluators review digital materials and conduct individual scoring of each submission (indicated by the completion of an IMET for each program).
- Week of July 22: Three days of in-person review, group scoring, and consensus discussion.

Each submission will be required to submit a recorded presentation and will be allowed a live Q&A session with the evaluation team for each grade band. Notification of details regarding the teleconferencing platform, reserving Q&A times, and meeting protocols will be shared once they have been determined. Guidelines for the recording of publisher presentations are attached to this notice. We are unable to accommodate requests for specific days or times to hold a Q&A session with the evaluation team.

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 will be released with Notice #4. The review site and exact dates are to be determined and will be shared as details are finalized.

2. Invoice Fees

Invoices are being processed as bids are finalized and will be sent via email with payment due no later than June 19, 2024. Publishers have until April 19, 2024 to submit bid revisions. Publishers have until April 23, 2024 to officially withdraw from the adoption process without being obligated to pay the invoiced amount. If your organization withdraws after the official date, it will be obligated to pay the invoice total.

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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3. OR-IMET for Health

The Oregon Instructional Materials Evaluation Tool for Health is being developed and will be provided by the release of Notice #4. The Oregon Instructional Materials Evaluation Tool for Health is developed to help reviewers evaluate submissions of instructional materials. The Oregon Adopted Criteria for Health will be broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams. As a reminder, criteria in Part 1 and Part 2 are considered non-negotiable; programs that receive a zero on any given metric in Part 1 or Part 2 of the [adoption criteria for health instructional materials](#) will not be recommended for adoption.

4. Quality Criteria Documentation Reminder

This component of the Summary Form is due on June 19, 2024, and is a required part of your submission for the Oregon Adoption.

The Quality Criteria Documentation should be submitted in PDF format *via email* to the Oregon Department of Education no later than June 19, 2024 for each category submission. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than June 19, 2024.

5. 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 them *via email* to the Oregon Department of Education no later than June 19, 2024. Additionally, six printed copies of the Quality Criteria Documentation should be mailed to Oregon Department of Education no later than June 19, 2024.

6. Instructional Materials Summary Form – (Form 4824)

The Instructional Materials Summary Form is due by 06/19/2024. 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.

7. Publisher Presentation Guidelines

The 2024 Publisher Presentation Guidelines document for guidelines related to recorded publisher presentations. You can submit one video per category in which you are submitting materials. Publisher presentations are due on June 19, 2024.

Attachments

- 2024 Publisher Timeline
- 2024 Publisher Presentation Guidelines

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