

DATE: April 8th, 2025
TO: Publishers & Representatives for Oregon Instructional Materials
FROM: ODE’s Instructional Materials Team
RE: **NOTICE - # 3**

2025 Oregon State Adoption for Social Science Instructional Materials:

Category 1: SS – Grades K-2
Category 2: SS – Grades 6-8
Category 3: SS – Grades 9-12: History
Category 4: SS – Grades 9-12: Civics & Government
Category 5: SS – Grades 9-12: Geography
Category 6: SS – Grades 9-12: Economics
Category 7: SS - Grades 3-5

Please review the updated information below regarding the 2025 Oregon Social Science Instructional Materials Adoption.

1. Review Week:

The tentative evaluation timeline is as follows (subject to change until June):

- **Week of June 23:** Evaluator training; no publisher action items.
- **Week of July 7:** Evaluators asynchronously review **recorded** publisher presentations
- **Week of July 14:** Evaluators attend **synchronous** virtual Q&A sessions with publishers.
- **Week of July 21:** Evaluators review digital materials and conduct individual scoring of each submission (indicated by the completion of an IMET for each program).
- **Week of July 28:** 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 30-minute, 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.

Oregon Department of Education

255 Capitol St NE

Salem, OR 97310

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

Payment Due 06/20/25

Invoices are being processed as bids are finalized and will be sent via email with payment due no later than June 20, 2025. Publishers have until April 25, 2025 to submit bid revisions or 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.

Mail To:

Oregon Department of Education

Office of Financial and Administration –Accounts Receivable

255 Capitol St NE Salem, OR 97310

3. OR-IMET for Social Science

(this item does not require publisher action)

The Oregon Instructional Materials Evaluation Tool for Social Science is being developed and will be provided by the release of Notice #4. The Oregon Instructional Materials Evaluation Tool for Social Science is developed to help reviewers evaluate submissions of instructional materials. The Oregon Adopted Criteria for Social Science 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 Social Science instructional materials](#) will not be recommended for adoption.

4. Quality Criteria Documentation

Due 06/20/25

This component of the Summary Form is due on June 20, 2025, 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 20, 2025 for each category submission. Additionally, *six printed copies* of the Quality Criteria Documentation should be mailed with the set of print materials that are being delivered to the review site (TBD).

5. Research-Based Documentation and Alignment-

Due 06/20/25

Please review Instructional Materials Summary Form 4824 in Notice #2 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 20, 2025. Additionally, six printed copies should be mailed with the set of print materials that are being delivered to the review site

6. Instructional Materials Summary Form (Form 4824 -2 pages)

Due 06/20/25

Special care should be taken by publishers in preparation of the Oregon Instructional Materials Summary Form. The Summary Form will constitute the documentation and analysis (showing how submitted materials conform to the State Board of Education criteria) required by ORS 337.060 (2). The Form should be completed for each set of materials submitted. Please submit the Form and all required documents, via email, to ODE.InstructionalMaterials@ode.oregon.gov no later than June 20, 2025

7. Adoption Criteria Sheet for Social Science

(this item does not require publisher action)

The [adoption criteria](#) was adopted by the State Board of Education for the evaluation and selection of social science instructional materials. Please examine the criteria carefully before deciding which materials you wish to submit.

For the purpose of Oregon state instructional materials adoptions, “instructional materials” means any organized system, which constitutes the **major instructional vehicle for a given course of study**, or any part thereof. Only basal instructional programs may be adopted by the State Board of Education. A major instructional vehicle may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media” (OAR 581-011-0050, subsections (1) and (2)).

8. Publisher Presentation Guidelines

Due 6/20/25

The 2025 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 20, 2025.

Attachments:

- 2025 Publisher Timeline
- 2025 Publisher Presentation Guidelines
- Quality Criteria Documentation form
- Instructional Summary Form 2824

If you have further questions or need clarification, please contact **ODE’s Instructional Materials Team**.

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