

2025-26 PUBLISHER TIMELINE for Social Science Instructional Materials

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

Approximate date	What/How/Specifications	Deadline Date Due
01/17/25	<u>NOTICE # 1- Instructional Materials Announcement Memo</u> Included: <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 	
	Information Request Form Complete form and return to Instructional Materials Coordinator by email.	02/14/25
02/21/25	<u>NOTICE # 2- Instructional Materials Announcement Memo</u> Included: <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 	

02/14/25	Publisher's Briefing Remote Meeting Call-in & time information will be sent after registration.	
	Instructional Materials Proposal Form (Form 4538)	03/07/25
	Bid Spreadsheets Must be received in <i>Microsoft Excel format ONLY via email</i>	03/21/25



Approximate date	What/How/Specifications	Deadline Date Due
04/4/25	<u>NOTICE # 3- Instructional Materials Announcement Memo</u> Included: Review Week Details & Quality Criteria Documentation	
	Bid Change Deadlines <i>No changes accepted after this date!</i>	04/25/25
	Official Withdrawal Date	04/25/25
05/09/25	Individual Publisher Invoices emailed	
05/09/25	<u>NOTICE # 4- Instructional Materials Announcement Memo</u> Included: 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 06/20/25
No later than 6/20/25	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	NO LATER THAN 06/20/25



Approximate date	What/How/Specifications	Deadline Date Due
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	<p>Complete per instruction page and email by deadline. <i>(Please do not mail or fax)</i></p> <p>Recording of Publisher Presentations</p> <p><i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i></p>	
July 2025	Publisher Presentations, Q&A, Social Science Instructional Materials Evaluation	
08/15/25	<p>Score Notification</p> <p>Scores and comments will be emailed.</p>	
08/15/25	<p>Bond Requirement for Publishers of Adopted Materials</p> <p>Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be due on 11/14/24. <i>Contracts will not be accepted late due to inability to obtain bond on time.</i></p>	
	<p>Requests for Reevaluation Due</p> <p>Coordinator must receive request letters by this date to be considered for reevaluation.</p>	August 22, 2025
	<p>Publisher Response</p> <p>Coordinator must receive response to evaluator comments by this date to be published with the review and scores.</p>	September 12, 2025
Oct. 2025	<p>State Board's Proposed Adoption of Instructional Materials</p> <p>Meeting live-stream link can be found on Boardbook.</p>	
10/31/25	<p>Publisher Contract/Bond emailed for execution</p> <p>Contract forms emailed.</p>	
TBD	<p>Regional Caravan Meetings</p> <p>Caravan details TBD</p>	
	<p>Video Caravan Link Due</p> <p>Video Caravan link for posting to our website.</p>	11/14/25

	Executed Contracts/ Bond/ Accessibility Conformance Report Due Signed contract, original bond, and accessibility conformance report to be emailed to Instructional Materials Coordinator.	12/05/25
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/26



Approximate date	What/How/Specifications	Deadline Date Due
	NIMAS File NIMAS file to be filed with NIMAC no later than 02/01/26	02/01/26

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