

Oregon Department of Education

255 Capitol St NE
Salem, OR 97310

DATE: April 5, 2021

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: Aujalee Moore, Instructional Materials Coordinator

RE: **NOTICE - # 3**

2021 Oregon State Adoption for English Language Proficiency

Category 1: English Language Proficiency – Grades K-5/6
Category 2: English Language Proficiency – Grades 5/6-8
Category 3: English Language Proficiency – Grades 9-12

Please review the updated information below regarding the 2021 Oregon English Language Proficiency Adoption.

1. Review Week

Publisher presentations and committee review sessions will take place during the week of July 5, 2021. Notification of details regarding teleconferencing platform and protocols will be shared once they have been determined.

Each submission will be required to submit a recorded presentation and will be allowed a live Q&A session with the evaluation team. Details regarding time limits for recorded presentations will be released with Notice #4. 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 digital versions of all materials submitted for evaluation. There will be no physical samples required for review.

2. Invoice Fees

Invoices are still being processed and they will be sent via email with payment due no later than June 11, 2021. You will have until Monday, April 26, 2021 to officially withdraw, if you decide, from the adoption process without being obligated to pay the invoiced amount. If you withdraw after the official date, you will be obligated to pay.

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

3. OR-IMET for English Language Proficiency

The Oregon Instructional Materials Evaluation Tool for English Language Proficiency is still being developed and will be provided to you by the release of Notice #4. They will be used to help reviewers evaluate submissions of instructional materials. Each of the four categories have their own version of this tool.

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4. Quality Criteria Documentation

This component of the Summary Form is due on June 18, 2021 and is a required part of your submission for the Oregon Adoption. This is your opportunity to explain to reviewers in writing how your materials meet the criteria for adoption. In order to assist reviewers, your documentation should match the format of the Quality Criteria Documentation templates, which were designed to mirror the format of the OR-IMET. Please see the attached Quality Criteria Documentation templates that show a format in which you must provide your examples.

Each of the criteria that are considered Non-negotiable (NN) criteria may have up to five examples (no more) per metric. Each of the criteria that are considered Alignment criteria (AC) may have one example per metric to explain how your materials meet the alignment criteria.

The Quality Criteria Documentation should be submitted *via email* to the Oregon Department of Education no later than June 18, 2021 for each category submission. Physical copies of the Quality Criteria Documentation are not required for this review cycle.

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 *via email* to the Oregon Department of Education no later than June 18, 2021.

6. Instructional Materials Summary Form – (Form 4824)

The Instructional Materials Summary Form is due by 06/18/2021. Please review the 2021 Notice #2 on the [Instructional Materials Announcements and Notices](#) webpage for Form 4824. Please complete a summary form for each category submission.

Attachments

- 2021 Publisher Timeline
- K-5/6 Quality Criteria Documentation for English Language Proficiency
- 5/6-8 Quality Criteria Documentation for English Language Proficiency
- 9-12 Quality Criteria Documentation for English Language Proficiency

If you have further questions or need clarification, please contact Aujalee Moore

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