

# Louisiana Believes

## **Instructional Materials Review Frequently Asked Questions**

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## OVERVIEW

1. What is the purpose of the online review?

**A: To help districts identify quality instructional materials and assessment tools aligned to Louisiana’s state content standards.**

2. How will the online review process work?

**A. There are three phases to the review process. In Phase 1, Louisiana educators and interested citizens provide the *initial screening* of materials. Phase 2, *state vetting*, results in the final annotated findings by content experts. Each review is made available for public input and publisher response during a designated timeframe. Responses and public comments that are not received by the deadline will not be included as part of Phase 3. Phase 3, the *rating publication*, is when the final results are summarized and made available as reviews on the Louisiana Department of Education’s (LDOE) website.**

3. What evaluation tools will be used as part of the online review of materials?

**A: The rubrics are unique to subject and resource type. All tools are located on the LDOE website.**

4. How will the decision be made to review content that is submitted and will partially aligned content be reviewed?

**A: The decision of what submissions will be reviewed is based on pre-established priority criteria contained in the User Guide and explained during the publisher webinar.**

5. Who are the reviewers?

**A: Reviewers are public educators, from across the state, who are trained on Louisiana’s state standards and on the use of the evaluation rubrics shared on the website.**

6. Can publishers refuse to have the results published on the website once a review is completed?

**A: No. Part of the terms of service include publisher understanding that the LDOE makes the final rating determination. However, publishers may respond to the findings and this information is included along with any public comments received.**

7. Will the online review process have any effect on district funding for instructional materials?

**A: No. Districts have the authority and responsibility to make all purchasing decisions.<sup>1</sup>**

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<sup>1</sup> While there are no restrictions on the use of MFP funds to purchase or acquire textbooks or other instructional materials, restrictions may exist in the use of other federal, state, or local funds. Local school systems should verify eligible uses of funds used to support such materials.

## TIMELINE

1. When will the review process begin for 2016-2017?

**A:** Early childhood and K-12 social studies will begin in February and close at midnight on April 30, 2016.

**Note:** additional content area submissions will be considered for review on a case-by-case basis.

2. Will all reviews be published at the same time?

**A:** No. Results from the reviews will be published on a rolling basis, as each item is finalized.

## TYPES OF MATERIALS

1. Can intervention materials be submitted for review?

**A:** Not at this time. Only materials that meet the evaluation criteria on existing rubrics will be evaluated.

2. Is there a list of courses?

**A:** No. Instructional content submitted must align to [Louisiana's academic standards](#) or the [Louisiana Birth to Five Early Learning and Development Standards](#) for early learning materials.

3. Will teacher and student editions be reviewed?

**A:** Yes. The submission must be in a digital format. A full online or digital student edition is required for public evaluation.

## DIGITAL VERSIONS:

1. What is meant by digital versions?

**A:** Only electronic digital versions (open or proprietary) will be reviewed. Digital versions can be interactive digital or .pdf versions that are not paper. Open educational resources (OER) are learning materials that are freely available under a license that allows them to be reused, revised, remixed, and redistributed. See [www.oercommons.org](http://www.oercommons.org). Proprietary materials are those that are sold.

2. All materials must be submitted electronically for review; however, can other formats be made available to school systems?

**A:** Yes. Any formats (e.g., Braille, Audio, Large print /Print, and Digital) can be made available for purchase.

3. Is it likely that districts will purchase printed versions of these digital materials?

**A:** Districts may purchase any formats deemed most appropriate for their students.

4. Can digital materials require specialized software installation in order to be reviewed?

**A:** No. The installation of software applications in conjunction with content alignment reviews may present difficulty if system requirements cannot be met. Instead, we recommend that PDF versions be submitted.

## CONTRACTS

1. Will there be any state contracts for titles reviewed? If so, must prices be “locked in” for any specified amount of time?

**A: Yes. The LDOE will offer state contracts for Tier 1 and Tier 2 materials that are published on the [curricular resources webpage](#). State contracts are negotiated in accordance with state procurement requirements.**

## RATINGS & PUBLICATIONS

1. Products must meet all the non-negotiable criteria; must all Common Core State Standards (CCSS) also be addressed?

**A: Products must align with [Louisiana’s academic standards](#). All non-negotiable evaluation criteria must be met to have the indicators of superior quality evaluated. The LDOE will rate alignment as follows:**

- **Tier 1 – Exemplifies Quality:** Products meet all the criteria outlined in the rubric and all indicators of superior quality.
- **Tier 2 – Approaching Quality:** Products meet all the non-negotiable criteria outlined in the rubric and most indicators of superior quality.
- **Tier 3 – Does not represent Quality:** Products either do not meet the non-negotiable criteria and/or meet few indicators of superior quality.

## GENERAL QUESTIONS

1. Will the online review process be used for science materials?

**A: Yes. The LDOE will review all core subject content and other content areas, as funds allow, using the online state-review system. The invitations to submit materials will contain the content area currently requested for review.**

2. What will be the role of the depository in the online review process?

**A: The depository will continue to serve school districts on matters related to the purchase and delivery of instructional materials in all formats.**

3. Many parishes in Louisiana have been "closed" districts. Now that the caravan will not offer districts an opportunity to learn about new materials, will the districts be "open?"

**A: The terminology *open and closed district* is not officially defined in Louisiana. School districts have the [authority and responsibility](#) to establish local review processes.**

4. Are publishers allowed to visit schools and/or send samples?

**A: Arrangements for solicitation should be coordinated through local school district officials.**

## **NEXT STEPS**

Submit materials for review by visiting the LDOE website and [access guidance](#) and other helpful information to get started.

## **POINT OF CONTACT**

Who is the point of contact for concerns and/or clarifications?

A: [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov)