LOUISIANA DEPARTMENT OF EDUCATION

Publisher's Guide for IMR Submission

2021-2022 Review Cycle

DEPARTMENT of EDUCATION
Louisiana Believes

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Purpose

Instructional and intervention materials are some of the most important tools that educators use in the classroom to enhance student learning. It is critical that they fully align to state standards and are of high quality if they are to provide meaningful instructional support. While local districts and schools have the autonomy to choose their own instructional materials, the state's aim is to support local decision-makers by providing them with the results of ongoing reviews that help identify high-quality instructional materials provided by participating vendors.

IMR Submission and State Review Process Overview

Submission Steps	
Step 1: Determine Review Eligibility	To be eligible for an online state review, minimum criteria must be met and important information provided. Review the eligibility criteria and ensure the resources needed can be provided.
Step 2: Prepare for the State Review	Prepare all of the resources needed, and use the file naming conventions shown to organize them. Suggested resources are optional, but helpful for the review.
Step 3: Complete the LDOE Instructional Materials Review Submission Form	The resources prepared in Step 2 will be uploaded as part of the submission. After the submission, the state review process will follow the phases explained in the State Review section that follows.
State Review	
Submission Phase I: Initial Prescreening	Submission is prescreened to confirm eligibility, online access, and that all resources are available. Missing information will be requested and may delay the completion of Phase 1. When prescreening is complete, you will be notified that the program has been placed in the queue for assignment to a review team.
Submission Phase II: State Vetting	Submission is examined by the review team, feedback is given to the vendor, and the vendor is given 30-days to respond. The response is evaluated and a final determination made. Programs requiring change may be placed under construction.
Submission Phase III: Publication	Submission is published after the final determination, and the next steps are confirmed with the provider.
Published State Reviews	
Published State Reviews	State review findings are posted on the Tiered Reviews page for consideration by districts.

IMR Submission Steps

Step 1: Determine Review Eligibility

Content providers are invited to submit materials, both proprietary and Open Educational Resources (OER)[1], aligned to Louisiana's academic state standards and grade-level expectations.

To be eligible for a state review:

- ❑ Terms of Service must be understood and requires agreement in order to participate.
- ❑ Copyright is 2015[2] or later
- ❑ Designed to address the latest state rubrics available online
- ❑ Available for review online or in digital format
- ❑ Student editions are made accessible[3] online for public review (for a four-week window)
- ❑ User name(s) and password(s) are created for online access by reviewers and for the public
- ❑ K-12 ELA:
  - ❑ Must submit **text complexity analysis** documentation
- ❑ Foundations of Reading Intensive Intervention 3-8:
  - ❑ Must submit evidence of **research based program design**
  - ❑ Must submit Program Effectiveness Research documenting evidence of effectiveness in phonological awareness, phonics, and fluency
- ❑ Early Childhood Education (ECE):
  - ❑ Uses technology only to supplement the curriculum and is not the focus
  - ❑ Includes at least language and literacy or math
  - ❑ Includes scope and sequence of the standards and recommended teaching order
  - ❑ Contains weekly/daily lesson plans to guide teachers for an entire school year
  - ❑ Provides suggestions for learning centers around the classroom with activities and manipulatives for children to work in small groups and independently
  - ❑ Offers professional development for teachers to use the curriculum effectively
- ❑ Accessibility standards[4] for conversion into alternate formats are disclosed
- ❑ Technology requirements[5] to utilize the program are disclosed
- ❑ For Abbreviated Reviews: K-12 ELA or Math EdReports documentation of meeting Gateways 1 and 2 is provided.
- ❑ Resubmission Summary: Prepare a 1-page summary of the changes made to the areas identified as weak in the previous review if materials are being resubmitted

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[1] **Open educational resources (OER):** Learning materials that are available under a Creative Commons Attribution 4.0 International license that allows them to be: reused, revised, remixed, and redistributed. See www.oercommons.org.

[2] Copyright exceptions may be made on a case by case basis.

[3] Publishers should secure digital rights to share their materials. See industry norms at the end of this document.

[4] NIMAS compliant file sets sent to NIMAC help districts obtain materials in needed formats in a timely manner.

[5] Disclosure of program technical specifications helps districts allocate resources that ensure students can access high-quality instructional materials.

<table>
<tr><th colspan="2">Subject Areas Accepted for Review During the 2021-2022 Review Cycle
Click the link to download rubrics: 2020-2021 Evaluation Rubrics</th></tr>
<tr><td>Early Childhood (Infant, Toddler, and Pre-K)
● Integrated programs for Infant/Toddler and Preschool
● Language/Literacy for Preschool
● Mathematics for Preschool</td><td rowspan="2">Science (Full Course/Stand Alone)
● K-8 Science
● High School courses: Biology, Physical Science, Chemistry, Environmental Science, Physics, Earth and Space Science</td></tr>
<tr><td>ELA/Literacy (Full Course/Stand Alone)
● K-8 English Language Arts
● High School Courses: English I-IV</td></tr>
<tr><td>Foundations of Reading Intensive Intervention
● ELA Intensive Interventions 3-8</td><td>Mathematics (Full Course/Stand Alone)
● K-8 Mathematics
● High School courses: Algebra 1, Geometry, Algebra 2</td></tr>
</table>

Step 2: Prepare for the State Review

Instructions:

1. Create a shared folder (e.g., DropBox or Google Doc) and store all required/suggested documents as shown in the chart below. If you need additional information about sharing a google folder, please review these instructions.
2. Upload the following documents as part of your online submission:

Required Documents / Templates	Submission Notes	Filename Convention* (Submit as filename shown)
Submit **Terms of Service**	Eligibility requires vendors to initial **each** of the terms of service and to **sign** in agreement to the terms.	0_VendorName_Terms of Service.pdf
Submit documentation of alignment to **state standards.**	Prepare a state correlation document using the appropriate state standards.	1_VendorName_Correlation to Louisiana Standards.Title.Grade Level.doc/pdf
Submit documentation of alignment to **rubric criteria and indicators.**	Complete and submit an evaluation rubric for each grade/course level for review using the appropriate rubric.	2_VendorName_IMET.Title.Grade Level.doc/pdf
Submit **navigation guide and/ or video.**	Prepare a navigation guide and/or 20-minute video explaining where to start when looking at alignment to the evaluation criteria within the rubric. Include user names and passwords for reviewers and for public online access.	3_VendorName_Title.Navigation Guide.doc/pdf 4 _VendorName_Title.Navigation Guide.mp4
Download and Submit **Alternate Formats Assurance**	Select the formats that are available which allow conversion of print into alternate formats such as Braille, Large Print, Audio, and or Digital formats. If rated Tier 1, you must provide file sets that allow conversion.	5 _VendorName_Alternate Format Assurance.doc/pdf
Download and Submit **Technical Specifications**	Provide the specifications needed to operate your online program components, if purchased (e.g., operating system, hardware, software, etc).	6_VendorName_TechSpecs.doc/pdf
Submit **Text Complexity Analysis,** Required for K-12 ELA Rubric.	Prepare and submit the analysis of the texts used in the ELA program (for more information see Louisiana Believes documents: "Guide for Determining Text Complexity" and "Creating Text Sets for Whole-Class Instruction.")	7_VendorName_Text Complexity.doc/pdf
Submit evidence of **research based program design,**	Compile and submit an overview of the research-based program design and documentation of effectiveness in phonological awareness, phonics, **and**	8_VendorName_Program Design. Title.doc/pdf

Required for Intensive Reading Intervention	fluency **(for ELA intervention submissions only).**	
Submit **Program Effectiveness Research,** Required for Intensive Reading Intervention submissions; optional for all other rubrics	Compile and submit research studies that demonstrate the effectiveness of the program.	9_VendorName_Program Effectiveness Research.Title.ppt/pdf
EdReports **Gateway 1 and 2,** for K-12 ELA and K-12 Math, if applicable	K-12 ELA and Math Submissions that have met Gateways 1 and 2 of EdReports.org will result in an abbreviated review to confirm that state criteria are met. Please submit a pdf of the full report.	10_ VendorName_EdReports Review Report.doc/pdf
Resubmission Summary Page, if applicable	Prepare a 1-page summary of the changes made to the areas identified as weak in the previous review **(for programs previously reviewed only).**	11_VendorName_Resubmission.Summary.doc/pdf

Step 3: Submission

Complete the Online Submission Form and Share Required Documents

To submit your entry for consideration, complete the online submission form, and share a google folder with all **required** and **suggested** documents prepared in Step 2 using the **required*** filename formatting conventions listed below. If you need additional information about sharing a google folder, please review these instructions.

- 0_VendorName_Terms of Service.pdf
- 1_VendorName_Correlation to Louisiana Standards.Title.Grade Level.doc/pdf
- 2_VendorName_IMET.Title.Grade Level.doc/pdf
- 3_VendorName_Title.Navigation Guide.doc/pdf
- 4 _VendorName_Title.Navigation Guide.mp4
- 5_VendorName_Alternate Format Assurance.doc/pdf
- 6_VendorName_TechSpecs.doc/pdf
- 7_VendorName_Text Complexity.doc/pdf
- 8_VendorName_Program Design.Title.doc/pdf
- 9_VendorName_Program Effectiveness Research.Title.ppt/pdf
- 10_VendorName_EdReports Review Report.doc/pdf
- 11_VendorName_Resubmission.Summary.doc/pdf

Online State Review

After submitting, you will receive periodic email notifications from our office at each phase of review (e.g., initial screening, state review, and publication). The review status is provided in the IMR weekly report.

2021-2022 Submission Timelines and Details

Science K-12
Submissions accepted year-round.
Evaluation criteria found in the rubric that is published on the date of submission; updated Science rubric to be released on October 1, 2020: ● IMR Rubric - Science K-12
Early Childhood Education and Intensive Intervention
Submissions accepted from October 1, 2020 - March 31, 2021.
Evaluation criteria found in latest rubrics that will be released October 1, 2020: ● IMR Rubric - Infant and Toddler, Ages 0-3 ● IMR Rubric - Preschool, Ages 3-4 ● IMR Rubric - ELA Intensive Intervention 3-8
K-12 ELA and K-12 Math
Submissions accepted from October 1, 2020 - March 31, 2021.

Evaluation criteria found in rubrics that will be released October 1, 2020 :
● IMR Rubric - ELA K-12
● IMR Rubric - Math K-12
 	
■ Submission in ELA K-12 and Math K-12 may be eligible for an abbreviated review based on Edreports.org review findings.
■ If materials meet expectations for Gateway 1 and Gateway 2 and meet state review pre-qualifications, the materials will be eligible for an abbreviated review process. These submissions will receive priority in the review queue.
■ Submission that have an EdReports.org review, but do not meet expectations for Gateway 1 and Gateway 2 will be subject to the following:
  ● if materials partially meet expectations in Gateway 1 OR Gateway 2, the materials will be eligible for the standard review process if state review pre-qualifications are met.
  ● if materials do not meet expectations in Gateway 1 OR Gateway 2, the materials are not eligible for state review.
■ Instructional materials submitted for K-12 ELA and Math that do not have a comprehensive, independent evaluation by EdReports will be reviewed if pre-screening qualifications are met. These submissions will be placed at the end of the review queue.

*Grade levels that add to a Tier 1 series can be submitted year-round.

2021-2022 Review Cycle Timeline

Review Cycle Timeline: IMR Submission Process (excluding K-12 Science)	
October 1- March 31	Receive publisher submission documents on the new submission platform
March 31	Deadline for 2021-2022 submissions
March 31- June 30	Determine eligibility of submission and ready the queue of submission for assignment
July - December	State Reviews conducted (K-12 Science reviews will be conducted year round)

Submission Phases

Submission Phase I: Initial Prescreening

Submissions will be initially screened to confirm eligibility and ensure all required documentation for a state review is included. Initial Prescreening is broken into three steps.

1. Initial Prescreening Notification: Acknowledges receipt of the submission.
2. Initial Prescreening Confirmation: Identifies and requests missing pieces.
3. Initial Prescreening Complete: Notifies completion of prescreening and placement in the queue for review by the next available team.

Submission Phase II: State Vetting

- ❑ Submissions are reviewed by a team of 3-5 Teacher Leader Advisors.
- ❑ Submissions are reviewed by parents and the public through the publisher-provided online portal for a four-week period. Public comments[6] related to each title (i.e., full **student editions only**) become part of the published review.
- ❑ Abbreviated Reviews are conducted in K-12 ELA and Math for submissions that have **met*** Gateways 1 and Gateway 2 through EdReports.org. Reviewers will consider the EdReportsreport as they review materials for alignment to Louisiana state standards and quality.*Any materials that are scored ***does not meet*** in either Gateway 1 or Gateway 2 according to a published EdReports.org review will not be eligible for the state review process.
- ❑ Content providers have an opportunity to review the findings for 30 days and respond with additional information which will be examined by Department content specialists who confirm the final determination. Publisher responses become part of the published review.
- ❑ Under Construction: Materials may be placed under construction when publishers commit to making program updates to better align the materials with the IMR criteria for quality. In order to be placed under construction, the publisher must provide the Department with a targeted completion date (published in the IMR Weekly Report) and periodic progress updates.
- ❑ Resubmission: Materials that were rated less than Tier I can be resubmitted for a second evaluation in a subsequent round. A brief one page summary of the changes made that demonstrates full alignment to the criteria previously identified as weak or missing and as shown in the latest evaluation rubric must be included.
- ❑ Withdrawal: Submissions can be withdrawn, **but only** prior to the review assignment. Once materials are assigned for review, the submission cannot be withdrawn.

Resources and/or information related to the online review process are accessible within the IMR library (e.g., IMR Overview Slides, Publisher User's Guide, Rubrics, and FAQs).

[6] Comments that are deemed slanderous or unrelated to the title will not be published. It should be noted that the Department will not verify the accuracy or validity of public comments and that public comments do not reflect the opinions or policies of the State Board of Elementary and Secondary Education or the State Superintendent of Education.

Submission Phase III: Publication

Final results of the state review are organized by content area and by tiers using the following overall rating system:

Tier 1	Exemplifies Quality	Meets all non-negotiable criteria for standards alignment and all required indicators of superior quality.
Tier 2	Approaching Quality	Meets all non-negotiable criteria for standards alignment and some indicators of superior quality.
Tier 3	Not Representing Quality	Does not meet non-negotiable criteria for standards alignment.

Final reviews are posted to the Louisiana Department of Education website. Content provider responses are included in Appendix I. Public comments are included as Appendix II. The content of the appendices is subject to meeting the established rules for participation and applicable deadlines.

Weekly Report

The status of all submissions is maintained electronically and published on a weekly basis. The IMR Weekly Report allows publishers and districts to monitor the progress of the state review.

Abbreviated Review Process

Abbreviated Reviews are conducted in K-12 ELA and K-12 Math for submissions that **Meet Expectations for** Gateways 1 and Gateway 2 through EdReports.org. Reviewers will consider these reports as they review materials for alignment to Louisiana state standards and quality indicators. *Any materials that are evaluated and scored 'Does Not Meet Expectations' for either Gateway 1 or Gateway 2, according to a published review by EdReports.org, will not be eligible for state review.

1. The publisher provides all required submission information.
2. The publisher provides a published review showing '**Meets Expectations**' for Gateway 1 **and** Gateway 2
3. Reviewers use materials, publisher-provided documentation, and EdReports (ER) results to review Non-negotiable indicators.
4. Published abbreviated reviews are labeled on the first page as *Qualified for Abbreviated Review* and will include a link to the definition of what warrants an abbreviated review.

Resubmissions

Materials that were rated less than Tier I can be resubmitted for a second evaluation during a future cycle. A summary of the adjustments made or additional information that demonstrates full alignment to the criteria previously identified as weak or missing must be included in the resubmission.

Content providers that resubmit instructional materials for an online re-evaluation must fully address problem areas that are identified. Re-evaluation includes 1) verification of the adjustments within the materials and 2) the application of the latest rubric criteria in order to confirm the most recent alignment. Re-evaluation may, therefore, result in additional findings.

What to resubmit: 11_VendorName_Resubmission.Summary.doc/pdf

- Provide a thorough but brief summary page that explains how former weaknesses are addressed.
- Include where to find the additions, deletions, and changes that address the weaknesses.
- Include additional documents or locations for information that provide evidence of how the weaknesses are addressed.
- Include Resubmission Summary information.

Under Construction

Materials may be placed *under construction* when publishers commit to making program updates to better align their materials with the IMR criteria for quality. In order to be placed under construction, the publisher must provide the Department with a targeted completion month and year (published in the IMR Weekly Report) and provide periodic progress updates.

IMR Archives

State reviews that have been posted for at least six years or that are no longer under state contract will be moved into the Archived Tiered State Reviews report located on the Tiered Review webpage.

Publishers will be notified one year in advance that their state review will be archived and that they should consider submitting new program editions for state review using the latest rubrics. Publishers will also be notified when the Archived Tiered State Review report is published. Archived state reviews will be listed in alphabetical order by publisher.

Contact Information

Email all questions to LouisianaCurriculumReview@LA.gov.

Terms of Service

1. I will submit only digital versions for online review; however, I understand that all formats can be made available for purchase.
2. I can submit my instructional materials at any time until midnight of any established deadline.
3. I understand that the Louisiana Department of Education (LDOE) will prioritize review assignments based on the date the submission is ready to assign to a review team.
4. I understand that abbreviated reviews in K-12 ELA or Math will be conducted for submissions meeting Gateways 1 and 2 through EdReports.org.
5. I understand that if I resubmit a program that was previously rated and listed on the LDOE website that I must include a summary of the changes to improve the alignment to the criteria rated weak.
6. I understand that programs placed under construction require a tentative completion month and year along with periodic status reports on the progress of changes to address areas identified as weak. I also understand that I will have opportunities to receive informal feedback on my proposed changes.
7. I will disclose web-based accessibility levels.
8. I will disclose the technology requirements needed to operate the program(s) submitted.
9. I will not directly contact the experts assigned to review my instructional materials.
10. I understand that the Louisiana Department of Education makes all final standards alignment decisions and associated rankings.
11. I understand that I may be notified of major changes to rubrics and will be given an opportunity to proceed with state review using the new rubrics.
12. I understand that the areas included in the Call for Materials is subject to change each year.
13. I understand that I may email LouisianaCurriculumReview@la.gov at any time with questions or concerns and that I may request a conference call with state content specialists to discuss the state review findings.
14. I understand that there is no appeal process to the final reviews, but that I will have an opportunity to respond to the reviewer comments within the timeframe designated or forgo my opportunity to respond.
15. I will provide parents and other members of the public with authorized web access to my student editions and understand that public comments related to the products under review will be published as part of the review.
16. I understand that the Department will not verify the accuracy or validity of public comments and that these public comments do not reflect the opinions or policies of the State Board of Elementary and Secondary Education or the State Superintendent of Education.
17. I will provide my company registration number that I obtained from the Louisiana Secretary of State or my Federal ID, which allows me to do business in the State of Louisiana. I must have copyright privileges to submit materials for review.
18. I am an officer of the firm legally authorized to act on behalf of the publisher and properly certify that all data is complete and correct.
19. I will have an opportunity to enter into a contract with the Department for my materials that receive a Tier 1 or receive a Tier 2 rating during the first two years of a six-year review cycle; only Tier 1 ratings will result in a state contract in subsequent years.
20. I understand that in accordance with R.S.351.1, I will be required to provide districts the option to order my materials through the state's designated central book depository.
21. I understand that materials with religious content cannot be reviewed by the state or purchased with federal or state funds.

State Contracts

Tier I ratings, and Tier 2 ratings during the first two years of the initial six-year review cycle, result in an invitation to enter into a statewide contract. Contracts require online registration with the state and the submission of additional documents. The invitation follows the online publication of the state review.

- ❑ The email invitation to contract with the state for Tier 1[7] rated materials will require the following Memorandum of Understanding electronically signed.
- ❑ Letter of Signature Authorization (see sample format below)
- ❑ Vendor Enrollment **(**All vendors must be registered in LaGov Vendor Portal)
- ❑ Enrollment Instructions:
  - ❑ Click here to access the Vendor Enrollment Portal (https://wwwcfprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.cfm)
  - ❑ Click here for instructions on how to complete the forms. (https://www.doa.la.gov/osp/Vendorcenter/regnhelp/VendorRegistration.pdf) for
  - ❑ Click here to access the Electronic Funds Transfer Form
  - ❑ A completed W9 needs to be emailed to DOA-OSRAP-LAGOV@la.gov or fax to 225-342-6356.
- ❑ Price List with ISBN [include company contact information]
- ❑ Louisiana Secretary of State ID # authorizing you to do business in Louisiana [If this was not available at the time of your submission]
- ❑ To apply for inclusion in the Louisiana PD Vendor Guide, complete the steps as outlined in AC PD Vendor Guide - Submission and Review Process.

Sample Format: Letter of Signature Authorization

Company Letterhead
(Today's Date)

To Whom It May Concern:
(Company Name) gives (Contractor's name on the contract) the authority to take care of any business of the organization and is permitted to sign contracts on behalf of (Company Name).

Sincerely,
(Name of company/board officer/owner)

Sample Format: Price List

Publisher Contact Name:							
Address:							
City, State ZIP:							
Phone/FAX/Email:							
Title	**Content Area**	**Copyright**	**Grade Level**	**Languages Offered e.g., English, French, Spanish, Mandarin (Chinese) etc.)**	**ISBN**	**Price**	**Technology Requirement**
							(Insert hyperlink to your requirements here or submit technical specifications table)

[7] Tier 2 only during the first two years of the initial six-year cycle.

Professional Development Vendor Guide

Any publisher with materials rated Tier 1 will be invited to submit an eligibility form to offer their professional development to help support district implementation of their program. The eligibility form used to collect important information to be reviewed is sent along with the statewide contract invitation. The Submission and Review Process is published as part of the Louisiana PD Vendor Guide that is maintained on the LDOE website in the Classroom Toolbox.

Definitions

Abbreviated Review: Abbreviated Reviews are conducted in K-12 ELA and Math for submissions that have **met*** Gateways 1 and Gateway 2 through EdReports.org. Reviewers will consider the report as they review materials for alignment to Louisiana state standards and quality. *Any materials that are evaluated and scored ***does not meet*** in either Gateway 1 or Gateway 2, according to a published review by EdReports.org, will not be eligible for the state review process.

Accessibility Requirements: Refers to the requirements that ensure that instructional materials are fully usable by all students. School systems are federally required to ensure that core and core related instructional materials are provided to all students in a timely manner. NIMAS compliant file sets that you send to the NIMAC help districts obtain your materials in the needed format as quickly as possible. Feel free to set up an account and submit your materials directly to the NIMAC for use in K-12 public schools. For more about accessibility see also: https://www.w3.org/TR/WCAG/#conformance-reqs and Alternate Format Assurance.

Digital Rights Management (DRM): A systematic approach to copyright protection for digital media. The purpose of DRM is to prevent unauthorized redistribution of digital media and restrict the ways consumers can copy content they've purchased. Publishers participating in Louisiana's Online Review Process should secure digital rights for their materials. Additional resources about industry norms for digital rights management and copyrights are noted at the end of this section.

For the Louisiana Online Instructional Materials Review, publishers must provide **state reviewers** with full, online access to their program and its components to ensure a fair and thorough review. Publishers should not require registration of state reviewers. The state shares access to materials only on an as-needed basis. State reviewers are subject to a limited use agreement and understand that their access to the materials is for the sole purpose of conducting the state review as requested by the publisher.

Publishers must also provide online access of their student editions (not merely a demo) for the **public review**. The state will provide access to the materials (as provided by the publisher) and a corresponding comment form for a limited time period of up to 4 weeks. The LDOE recommends that publishers provide additional reasonable safeguards against unauthorized use, reproduction, and distribution such as:

- Publishers should host the public access site on their own webpages,
- Publishers may limit the public access to registered users, providing user names and passwords accordingly, and
- Publishers may limit the time period of public access per user.

Resources:

- https://www.aau.edu/WorkArea/DownloadAsset.aspx?id=472, developed by the Association of American Publishers (AAP) with several other associations
- https://publishers.org/priorities-positions/modernizing-copyright, AAP
- https://copyrightalliance.org/law_and_policy, Copyright Alliance
- https://www.copyright.gov/help/faq/, U.S. Copyright Office

Full Curriculum: Content and instruction designed to cover a whole year or course, addressing student standards and expectations for the given year or course. May include digital or software components but must include authentic content and instruction. Programs that offer partial materials (ex. Only 30 days) or that represent an *approach to learning* with an instructional design or sample templates for teacher use will not be considered a full curriculum.

Instructional Materials Evaluation Tool (IMET): The IMET is used in core content areas to evaluate the alignment of instructional materials to the *shifts* and *major features* of the state standards. The IMET measures only full-course (or full-year) stand-alone programs, addressing student standards and expectations for the year or course. Digital and software components included must contain authentic content and instruction. The IMET cannot be used to evaluate intervention programs or programs that act as a core program replacement.

Integrated Curriculum in Early Childhood: Resources designed to help children gain knowledge and skills in a variety of developmental areas and make connections across those areas. For the purpose of this review, to meet the criteria for an "Integrated Curriculum", resource(s) must cover each domain of the Louisiana Birth to Five Early Learning and Development Standards (e.g. include Approaches to Learning, Cognitive Development and General Knowledge, Language and Literacy Development, Physical Well-Being and Motor Development, and Social-Emotional Development).

Open educational resources (OER): Learning materials that are freely available under a license that allows them to be: reused, revised, remixed, and redistributed. See www.oercommons.org.

Primary and Secondary Sources: Materials that provide first-hand testimony or direct evidence concerning a topic under investigation and are created by witnesses or recorders who experienced the events or conditions being documented. Often these sources are created at the time when the events or conditions are occurring, but primary sources can also include autobiographies, memoirs, and oral histories recorded later. Primary sources are characterized by their content, regardless of whether they are available in original format, in microfilm/microfiche, in digital format, or in published format. (Source: https://www.yale.edu/collections_collaborative/primarysources/primarysources.html).

Source-Dependent Questions or Tasks: Questions or tasks that require students to pull information from a given source (or sources) to answer the question or complete the task. Student responses reflect both prior learning and the evidentiary support that is dependent upon the source(s).

Technology Requirements: Refers to the minimal technical requirements needed by a school or school district in order to adequately access and implement the instructional materials in the manner in which the publisher intended. The Louisiana Department of Education (LDOE) is committed to supporting districts in achieving technology readiness goals in all schools across the state. Skillful coordination and planning are required to ensure students and teachers can access high quality electronic instructional materials. Alignment between the technical specifications and local capacity supports the local allocation of resources in ways that ensure students have access to high-quality instructional materials.

Sample Technical Specification Components:

- Device (e.g., Desktop, Laptop, Tablet)
- Operating System (Windows/Mac)
- Memory (RAM) (e.g., 4GB)
- Hard Drive (e.g., 160GB)
- Software Requirements (e.g., Office, Adobe, GameMaker, etc.)
- Hardware Requirements (Laptop)
- Internet Connection (e.g., 1Mbps, broadband)
- Web Browser Supported (Google Chrome, Safari, Internet Explorer)
- Antivirus Software
- Accessories (Headsets, speakers, CD-RW/DVD Drive, Wireless or Ethernet Network, etc.)

Tier Definitions:

- TIER 1 - EXEMPLIFIES QUALITY: Meets all non-negotiable criteria and meets all required indicators of superior quality.
- TIER 2 - APPROACHING QUALITY: Meets all non-negotiable criteria and some indicators of superior quality.
- TIER 3 - NOT REPRESENTING QUALITY: Does not meet non-negotiable criteria.

Frequently Asked Questions

OVERVIEW

1. What is the purpose of the online review?

   A: The online review of instructional materials gives districts information about degree of alignment to Louisiana's state content standards. This process supports local school systems and educators in making informed instructional materials adoption and purchasing decisions. The state does not recommend or adopt instructional materials. All completed reviews are made available on the Instructional Materials Tiered Reviews webpage. Local school systems can use these reviews to determine which materials are best suited for their local needs.

2. How will the online review process work?

   A: There are three phases to the review process. In Phase 1, *initial screening*, the submission is examined and verified by department staff and the content provider as complete and ready for an online review. Access to the student editions is made available for public input for four weeks and as part of the state vetting process. In Phase 2, *state vetting,* state content experts work with the review team, which is made up of Louisiana Educators, to determine the final rating and confirm the review findings. Publishers are contacted and given an opportunity to respond to the final rating. Public comments and publisher responses that are not received by the deadline(s) established will not be included as part of the published review. In Phase 3, *rating publication*, the final results along with any public comment and publisher response are made available as part of the state review published 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 IMR rubrics are unique to the subject and resource type and are designed to align with the state's standards. All current tools which are located on the LDOE website represent content areas currently available for submission and state review.

   In addition, abbreviated reviews are conducted in K-12 ELA and Math for submissions that have met* Gateways 1 and Gateway 2 through EdReports.org. Reviewers consider the report as they review materials for alignment to Louisiana state standards and quality. *Any materials that are evaluated and do not meet either Gateway 1 or Gateway 2 according to a published review through EdReports.org will not be eligible for the state's review process.

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

   A: The Louisiana Department of Education (LDOE) will prioritize review assignments based on the date that the submission is ready to assign to a review team. The submission of partially aligned content is not recommended.

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 that are shared on the website.

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

   A: No. Part of the terms of service includes the publisher's agreement and understanding that the LDOE makes the final rating determination. However, publishers may respond to the state findings, and this information is included along with any public comments received as part of the published state review.

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.[8]

TIMELINE

8. When will the review process begin?

   A: State reviews will kick off in October with publisher submissions that are accepted until March 31. Reviewer assignments begin in July each year. The review process begins when a submission is determined eligible for review. State reviews are assigned to a review team and the results are posted upon completion.

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

   A: No. In order to expedite access to the information and materials, state reviews are published after the rating is finalized and both publisher and public comments are incorporated into the final published review.

TYPES OF MATERIALS

10. Can intervention materials be submitted for review?

    A: Yes, the current Intensive Foundations of Reading Intervention Rubric is available in the curricular resources library. This is the only intervention rubric currently available.

11. Is there a list of courses?

    A: No. Instructional content that is submitted for state review must align to either the Louisiana's academic standards or the Louisiana Birth to Five Early Learning and Development Standards for early learning materials.

12. Will teacher and student editions be reviewed?

    A: Yes. The submission must be in a digital format. A full online or digital student edition are made available for public evaluation.

DIGITAL VERSIONS

13. What is meant by digital versions?

    A: Digital/electronic versions (open or proprietary) will be reviewed and can be interactive online or provided in .pdf versions (not paper/ink copies). Open educational resources (OER) are learning materials that are

[8] 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.

freely available under a license that allows them to be reused, revised, remixed, and redistributed. See www.oercommons.org. Proprietary materials are those that are sold.

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

    A: Yes. Any format (e.g., braille, audio, large print/print, and digital) can be made available for purchase.

15. 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.

16. 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, PDF versions are recommended for submission.

CONTRACTS

17. 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 invite publishers into a state contract for materials that are rated Tier 1* and published on the curricular resources webpage. State contracts are negotiated in accordance with state procurement requirements.

    * State contracts for materials that are rated Tier 2 will be offered only during the first two years of an initial call in that core area.

RATINGS & PUBLICATIONS

18. 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:
    Meets all non-negotiable criteria and meets all required indicators of superior quality.

    TIER 2 - APPROACHING QUALITY:
    Meets all non-negotiable criteria and some indicators of superior quality.

    TIER 3 - NOT REPRESENTING QUALITY:
    Does not meet non-negotiable criteria.

GENERAL QUESTIONS

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

    A: Yes. The online state review process is used to evaluate core content as outlined on the IMR webpage.

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

A: The depository supports school districts with the purchase and delivery of instructional materials in all formats. In accordance with state law, publishers must provide districts with the option to utilize the book depository as well as to order directly.

B. School Book Supply Company of Louisiana serves as the state's designated book depository for ordering materials that have been state reviewed. Contact Debbie Tullos at DTullos@schoolbook-la.com or visit www.schoolbook-la.com for more information.

21. 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.

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

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

POINT OF CONTACT

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

    A: For support contact: LouisianaCurriculumReview@la.gov.