

Instructional materials are one of the most important tools educators use in the classroom to enhance student learning. It is critical that they fully align to state standards—what students are expected to learn and be able to do at the end of each grade level or course—and are high quality if they are to provide meaningful instructional support.

To support local school districts in making their own local, high-quality decisions, the Louisiana Department of Education leads online reviews of instructional materials. Throughout the instructional materials review process, the Louisiana Department of Education works with publishers. Communication with publishers occurs primarily through the [Online Instructional Materials Review Page](#), email, phone calls, and meetings.

- The [Online Instructional Materials Review](#) page provides information about the review process. A special Publishers section of the page provides information to support publishers throughout the review process.
 - The [Online Instructional Materials Review Resources](#) page provide 24/7 online access to the [Publisher User Guide](#), [Publisher’s Webinar](#), and [Publisher FAQs](#).
 - The [Instructional Materials Review Weekly Report](#) tracks 1) recent publications (Phase III), 2) materials that are currently under review along with the estimated timeline for publication (Phase II), and 3) materials that are next up for review (Phase I). Also listed are companies who have expressed plans to submit materials for state review in the near future.
- Throughout the process, Louisiana Department of Education staff sends emails to publishers to update them on the review process. Each year in March the call for submissions is sent to the Association of American Publishers and to all publishers on the current mailing list. Throughout the process, Louisiana Department of Education staff also sends individualized emails to publishers to keep them updated on the status of their review.
 - The Submission email is an automated receipt and thank you note to begin the review process.
 - The Phase 1 notice is sent at transition from Submission to Phase 1 prescreening.
 - The Phase 2 notice is sent at transition from prescreening to team assignment. During phase 2, troubleshooting emails are sent as warranted.
 - The Publisher Response notification is sent when the review is completed.
 - The Phase 3 notice is sent at transition from publisher response to web posting.
 - MOU and PD vendor guide invitation emails are sent for Tier 1 (or Tier 2).
 - Emails are sent to notify publishers of final contract numbers, signed agreements, and price list postings.
- Throughout the year, Louisiana Department of Education staff is available for phone calls with publishers to answer questions about the review process.
 - Beginning fall of 2018, Louisiana Department of Education staff will host a quarterly conference call for publishers. Conference calls will be held in July, October, January, and April.
 - Technical assistance via conference call is also provided upon request.
- Throughout the year, Louisiana Department of Education staff will set up at least three face-to-face meetings with the Publisher’s Association and is available for additional face-to-face meetings upon request.