

## Academic Content

# Publisher Terms of Service

## Instructional Materials Review

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### Instructions

Initial by each term, sign, and upload with your submission.

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, upon completion of the review, instructional materials submitted for review must be made available for purchase to all Louisiana school systems and cannot be limited to specified systems.
4.  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.
5.  I understand that abbreviated reviews in K-12 ELA or Math will be conducted for submissions meeting Gateways 1 and 2 through EdReports.org.
6.  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.
7.  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.
8.  I will disclose web-based accessibility levels.
9.  I will disclose the technology requirements needed to operate the program(s) submitted.
10.  I will not directly contact the experts assigned to review my instructional materials.
11.  I understand that the LDOE makes all final standards alignment decisions and associated rankings.
12.  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.
13.  I understand that the areas included in the Call for Materials are subject to change each year.
14.  I understand that I may email [LouisianaCurriculumReview@la.gov](mailto: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.
15.  I understand that there is no appeal process to the final reviews, but that I will have an opportunity to provide an appropriate response (in alignment with the guidance outlined on page 18 of

the [Publisher's Guide for IMR Submission](#)) regarding the outcome of the review within the timeframe designated or forgo my opportunity to respond.

16. I understand that any publisher's response to the outcome of the review must be impartial, objective, focused solely on the materials and/or rubric, and cannot reference the LDOE or the reviewers in any way.
17. \_\_\_\_ I will provide parents and other members of the public with authorized web access to [all textbooks and instructional materials under review](#) and understand that public comments related to the products under review will be published as part of the review.
18. \_\_\_\_ I understand that the LDOE 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.
19. \_\_\_\_ 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.
20. \_\_\_\_ 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.
21. \_\_\_\_ I will have an opportunity to enter into a contract with the LDOE 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.
22. \_\_\_\_ 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.
23. \_\_\_\_ I understand that materials with religious content cannot be reviewed by the state or purchased with federal or state funds.

I have reviewed and agree to the terms of service for this state review of the program submitted.

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Signature