

Louisiana's Publisher Submission Form

WELCOME!

CURRENTLY UNDER REVIEW

The ongoing online instructional materials review focuses on materials in:

- Early childhood education (supporting early care and education networks for children age birth to five),
- K-12 English language arts full courses and benchmark assessments,
- Foundations of Reading intensive intervention materials
- K-12 math full courses and benchmark assessments, and
- K-12 science full courses.

The Department will conduct reviews of additional content areas, as new standards are approved.

To submit materials for review, begin by agreeing to the Terms of Service on the next page. A copy of your responses will be emailed to the email address you provide in the first field below. You may also print each screen after you complete it.

After submitting, our team will be in touch with you regarding next steps. Email your questions to LouisianaCurriculumReview@LA.gov.

* Required

1. Email address *

Resources

To view the Publisher's User Guide, rubrics, the accessibility disclosure form, and other resources, visit: <http://www.louisianabelieves.com/resources/library/curricular-resources>.

To view posted annotated reviews, visit: <http://www.louisianabelieves.com/academics/ONLINE-INSTRUCTIONAL-MATERIALS-REVIEWS/curricular-resources-annotated-reviews>.

Email your questions to LouisianaCurriculumReview@LA.gov.

Terms of Service

View the Terms of Service with complete hyperlinks, footnotes and explanations in the Publisher's Users Guide located here: <http://www.louisianabelieves.com/resources/library/curricular-resources>.

By clicking "Next," I acknowledge that I understand and agree to the following 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 will disclose web-based accessibility levels.
5. I will disclose technology requirements needed to operate the program(s) submitted.
6. I will not directly contact the experts assigned to review my instructional materials.
7. I understand that the Louisiana Department of Education makes all final standards alignment decisions and associated rankings.
8. 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.

9. I understand that the areas included in the Call for Materials is subject to change each year.
10. 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. 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.
11. I will provide parents and other members of the public with authorized web access to my student editions or full sample set of benchmark and interim test items and tasks and understand that public comments related to the products under review will be published as part of the review.
12. 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.
13. 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.
14. 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.
15. 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.
16. I understand that in accordance with R.S.351.1, I may be required to provide my materials through the state's designated central book depository.
17. I understand that materials with religious content cannot be reviewed by the state or purchased with federal or state funds.

Company Information

Enter information about your company and ensure you are an officer of the firm legally authorized to act on behalf of the publisher.

2. Official Company Name *

Use the official company name as filed on tax returns. Official name to be used on published reviews and potential contract. Avoid abbreviations, if possible.

3. First Name of Contact Person *

4. Last Name of Contact Person *

5. Email Address of Contact Person *

6. Primary Phone Number of Contact Person *

7. Secondary Phone Number of Contact Person

8. Official Company Phone Number *

9. Company Address *

Use the official company address, as filed on tax returns. Official address to be used on any contract. Please provide the full mailing address, including city, state, and zip code.

10. Company Website *

Submission Information

11. What type of materials are you submitting?

For definitions, see the Publisher User's Guide in the IMR Library, <http://www.louisianabelieves.com/resources/library/curricular-resources>.

Mark only one oval.

- Proprietary
- OER (Open Educational Resources)

12. Summarize all the content areas and grades that you are submitting. *

This helps us ensure that we received all of your submissions. (ex: "Infant/ Toddler and Preschool," "ELA K-5 and Math 6-8," or "Sci K-8 and ELA 6-12," etc.)

13. Have you submitted navigation guides and additional documents as listed on page 11 of the User's Guide? *

Mark only one oval.

- Yes!
- No, I'll go do that now. (Email them to LouisianaCurriculumReview@LA.gov)

14. Have you submitted access information to your materials for state reviewers and public reviewers? *

Google Forms prohibits the collection of usernames and passwords. Please use this template: <https://www.louisianabelieves.com/docs/default-source/curricular-resources/imr-submission-form.xlsx?sfvrsn=2>.

Mark only one oval.

- Yes, I submitted this on the template provided!
- No, I'll go submit this now on the template provided. (Email them to LouisianaCurriculumReview@LA.gov)

15. There are additional required documents specific to ELA and ELA Intensive Intervention. Check all that you are submitting. *

Email all submission documents to LouisianaCurriculumReview@la.gov or share a URL containing all documents which we may download.

Check all that apply.

- ELA Grades K-12: Submit text complexity analysis documentation. (Use filename, "PUBLISHER NAME.Text Complexity Analysis.doc/pdf".)
- ELA Intensive Intervention Grades 3-8: Submit evidence-based research documenting effectiveness in phonological awareness, phonics, and fluency. (Use filename, "PUBLISHER NAME.Evidence-Based Research.doc/pdf".)
- I am not submitting ELA or ELA Intensive Intervention materials for review.

Materials Information Page 1

Enter online access information below. Detailed information for each series or grade band is needed. If online access information is different for each grade level or grade band, enter each using a separate page.

16. Ages or Grade Levels (ex: Infant/Toddler, Preschool, K-5, 6-12, etc.)

17. Title of the Materials

Official name to be used on published reviews and potential contract

18. Is this a resubmission? (Skip if the answer is "No.")

Mark only one oval.

- Yes, we would like to request re-evaluation of this title, which was previously submitted for review.

19. Content Area and Type of Material *

Refer to User's Guide for full definitions and links to standards.

Mark only one oval.

- Early Childhood Integrated for Infant/Toddler Ages 0-3 (must cover each domain of the Louisiana Birth to Five Early Learning and Development Standards)
- Early Childhood Integrated for Preschool Ages 3-4 (must cover each domain of the Louisiana Birth to Five Early Learning and Development Standards)
- Early Childhood Language/Literacy for Preschool Ages 3-4
- Early Childhood Math for Preschool Ages 3-4
- ELA Instructional Materials Full Course
- ELA Foundations of Reading Intensive Intervention Materials Grades 3-8
- ELA Interim Benchmark Assessments (grades 3-12 only)
- Math Instructional Materials Full Course
- Math Interim Benchmark Assessments
- Science Instructional Materials Full Course (High school courses being evaluated are Biology, Physical Science, Chemistry, Environmental Science, Physics, and Earth and Space Science)

20. Copyright Date

Requirement: 2010 or later for Early Childhood,
2015 or later for K-12

21. Do you have more materials to submit?

Mark only one oval.

- Yes, I need to submit more.
- No, I'm finished. *Stop filling out this form.*

Materials Information Page 2

Enter online access information below. Detailed information for each series or grade band is needed. If online access information is different for each grade level or grade band, enter each using a separate page.

22. Ages or Grade Levels (ex: Infant/Toddler, Preschool, K-5, 6-12, etc.)

23. Title of the Materials

Official name to be used on published reviews and potential contract

24. Is this a resubmission? (Skip if the answer is "No.")

Mark only one oval.

- Yes, we would like to request re-evaluation of this title, which was previously submitted for review.

25. Content Area and Type of Material *

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Mark only one oval.

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- Early Childhood Language/Literacy for Preschool Ages 3-4
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- Science Instructional Materials Full Course (High school courses being evaluated are Biology, Physical Science, Chemistry, Environmental Science, Physics, and Earth and Space Science)

26. Copyright Date

Requirement: 2010 or later for Early Childhood,
2015 or later for K-12

27. Do you have more materials to submit?

Mark only one oval.

- Yes, I need to submit more.
- No, I'm finished. *Stop filling out this form.*

Materials Information Page 3

Enter online access information below. Detailed information for each series or grade band is needed. If online access information is different for each grade level or grade band, enter each using a separate page.

28. Ages or Grade Levels (ex: Infant/Toddler, Preschool, K-5, 6-12, etc.)

29. Title of the Materials

Official name to be used on published reviews and potential contract

30. Is this a resubmission? (Skip if the answer is "No.")

Mark only one oval.

- Yes, we would like to request re-evaluation of this title, which was previously submitted for review.

31. Content Area and Type of Material *

Refer to User's Guide for full definitions and links to standards.

Mark only one oval.

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32. Copyright Date

Requirement: 2010 or later for Early Childhood,
2015 or later for K-12

33. Do you have more materials to submit?

Mark only one oval.

- Yes, I need to submit more.
- No, I'm finished. *Stop filling out this form.*

Materials Information Page 4

Enter online access information below. Detailed information for each series or grade band is needed. If online access information is different for each grade level or grade band, enter each using a separate page.

34. Ages or Grade Levels (ex: Infant/Toddler, Preschool, K-5, 6-12, etc.)

35. Title of the Materials

Official name to be used on published reviews and potential contract

36. Is this a resubmission? (Skip if the answer is "No.")

Mark only one oval.

- Yes, we would like to request re-evaluation of this title, which was previously submitted for review.

37. Content Area and Type of Material *

Refer to User's Guide for full definitions and links to standards.

Mark only one oval.

- Early Childhood Integrated for Infant/Toddler Ages 0-3 (must cover each domain of the Louisiana Birth to Five Early Learning and Development Standards)
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38. Copyright Date

Requirement: 2010 or later for Early Childhood,
2015 or later for K-12

A copy of your responses will be emailed to the address you provided

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