

Publisher's Guide for IMR Submission

2024 - 2025 Review Cycle



Academic Content

Publisher’s Guide for IMR Submission

2024-2025 Review Cycle

Purpose	3
IMR Submission and State Review Process Overview.....	3
IMR Submission Steps	4
Step 1: Determine Review Eligibility	4
Content Areas Accepted for Review.....	4
Eligibility Criteria.....	4
School System Endorsements.....	5
Additional Documentation (if applicable)	5
Step 2: Prepare for the State Review.....	6
Step 3: Submission.....	7
Online State Review	7
2024-2025 Review Cycle Information	8
Content Areas Accepted for Review	8
Content Areas Not Accepted for Review	8
Review Cycle Timeline and Process.....	8
2025-2026 ECE Review Cycle Information	9
Early Childhood Education Overview	9
ECE Content-Specific Eligibility Criteria.....	9
2025-2026 ECE Review Cycle Timeline	10
ECE Submission Steps	10
Submission Phases	11
Submission Phase 1: Initial Prescreening	11
Submission Phase 2: State Vetting and Publisher Response.....	11
Guidelines for Publisher Response	12
Submission Phase 3: Publication	13
Weekly Report	14
Resubmissions	14
Options for Revising Materials	14
Archive Process	15
Archived Tiered State Reviews Report	15
Archive Dates and Contract Dates.....	15

- Upcoming Archive Dates 15
- Terms of Service 16**
- State Contracts..... 17**
- Instructional Materials Professional Learning Partner Guide (IM PLPG) 18**
- Definitions..... 19**
- Frequently Asked Questions.....22**
 - Overview 22
 - Timeline..... 23
 - Type of Materials 23
 - Digital Versions..... 24
 - Contracts..... 24
 - Ratings and Publications..... 24
 - General Questions 25
- Contact Information25**
- Appendix I26**
 - School System Endorsement Letter 26
- Appendix II27**
 - Signature Authority Letter 27

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 with state standards and are of high quality if they are to provide meaningful instructional support. While local schools and school systems 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 1: 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 I. When prescreening is complete, the content provider will receive notification that the program has been placed in the queue for assignment to a review team.
Submission Phase 2: State Vetting and Publisher Response	Submission is examined by the review team, feedback is given to the content provider, and the content provider is given 20 days to respond. The response is evaluated and a final determination is made. Programs requiring change may be placed under construction.
Submission Phase 3: 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 webpage for consideration by school systems.

IMR Submission Steps

Step 1: Determine Review Eligibility

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

To be eligible for review, submissions must:

- fall into the content areas accepted for review;
- meet eligibility criteria;
- include at least three School System Endorsements; and
- include additional documentation, if applicable.

Content Areas Accepted for Review

Content Areas Accepted for Review During the 2024-2025 Review Cycle 2024-2025 Evaluation Rubrics	
Science (Full Course/Stand Alone) <ul style="list-style-type: none">• K-8 Science• High School Courses: Biology, Physical Science, Chemistry, Environmental Science, Physics, Earth and Space Science	Social Studies (Full Course/Stand Alone) <ul style="list-style-type: none">• K-8 Social Studies• High School Courses: World Geography, Civics, U.S. History, World History

Eligibility Criteria

To be eligible for a state review, the following criteria must be met:

- [Terms of Service](#) must be understood and require agreement in order to participate.
- Copyright is 2015² or later.
- Materials are designed to address the [latest state rubrics available online](#).
- Materials are available for review online or in digital format.
- The opportunity for [parents and the public to view and submit comments on all textbooks and instructional materials under review](#) will be provided online³ (for a four-week window).
- User name(s) and password(s) are created for online access by content providers for reviewer and public access.
- Accessibility standards⁴ for conversion into alternate formats are disclosed.
- Technology requirements⁵ to utilize the program are disclosed.

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 school systems obtain materials in needed formats in a timely manner.

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

School System Endorsements

If the previous eligibility criteria are met, publishers must also:

- Submit at least three **School System Endorsements**
 - A [School System Endorsement](#) is a letter from a Louisiana school system that formally requests the review of the submitted instructional materials with the intent to purchase the materials contingent upon the classification as Tier 1.
 - The School System Endorsement letter must be completed on a school system letterhead and be provided by a system-level leader, such as a superintendent, chief academic officer, or other administrator responsible for overseeing the operations and leadership of multiple schools.
 - Publishers should only submit one School System Endorsement per school system per product submitted for review.
 - The three **School System Endorsements** must be representative of at least 10 (ten) schools.

The template of the School System Endorsement letter is provided in [Appendix I](#), and page 7 includes a link to a Word version of the template. Submissions without at least three School System Endorsements (representative of at least ten schools) **will not be eligible for review**.

Additional Documentation (if applicable)

Additional documentation for Prioritized K-12 Science Reviews, OER Submission, and Resubmissions:

- **For Prioritized K-12 Science Reviews:** If submitting materials that have met Gateways 1 and 2 through the EdReports review process, submit EdReports documentation of meeting Gateways 1 and 2. The copyright of submitted materials must be the same copyright of the materials reviewed by EdReports. EdReports are not required for submissions, but, if submitted for K-12 Science submissions, the submission will receive priority in the review queue.
- **For Open Educational Resources (OER):** If submitting OER instructional materials, prepare a Summary of Changes made to OER materials.
- **Resubmission Summary:** If the submitted materials have previously been reviewed and did not receive a Tier 1 rating, prepare a single-page summary of the changes made to the areas identified as weak in the previous review.

Step 2: Prepare for the State Review

Create a shared folder (e.g., DropBox or Google Docs) 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](#).

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 with 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 a 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. Provide guidance for reviewers on navigating materials. 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	Complete the Alternate Formats Assurance by selecting the formats that are available that 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	Complete the Technical Specifications by providing the specifications needed to operate your online program components, if purchased (e.g., operating system, hardware, software, etc.).	6_VendorName_TechSpecs.doc/pdf
Submit EdReports Gateway 1 and 2 Reports (for K-12 Science, if applicable)	K-12 Science Submissions that have met Gateways 1 and 2 of EdReports will receive priority in the review queue. Please submit a pdf file of the full report.	7_VendorName_EdReports Review Report.doc/pdf
Submit OER Summary of Changes (if applicable)	Prepare an OER Summary of Changes for OER materials submissions that outlines all changes made to the original materials.	8_VendorName_OER Summary of Changes.doc/pdf

Submit Resubmission Summary Page (if applicable)	Prepare a single-page summary of the changes made to the areas identified as weak in the previous review (for programs previously reviewed only).	9_VendorName_Resubmission.Summary.doc/pdf
Submit School System Endorsement Letters	Submit at least three School System Endorsement letters, each completed and signed by a system-level leader. Combine all letters into one PDF.	10_VendorName_System Endorsement.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 folder with all **required** and **suggested** documents prepared in Step 2 (using the **required* filename** formatting conventions listed below) with LouisianaCurriculumReview@la.gov. 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_EdReports Review Report.doc/pdf
- 8_VendorName_OER Summary of Changes.doc/pdf
- 9_VendorName_Resubmission.Summary.doc/pdf
- 10_VendorName_System Endorsement.pdf

Online State Review

After submitting, publishers 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](#).

2024-2025 Review Cycle Information

Content Areas Accepted for Review

K-12 Science and K-12 Social Studies
Submissions are accepted and reviews are conducted year-round.
Review of science and social studies materials will occur in the order that the submission is complete, placed in the review queue, and ready for assignment. Materials submitted before July 1, 2025, will be evaluated with the 2024-2025 K-12 Science or Social Studies IMR Rubric . Material submitted after June 30, 2025, will be evaluated with the 2025-2026 K-12 Science or Social Studies IMR Rubric. <ul style="list-style-type: none">• IMR Rubric - Science K-12• IMR Rubric - Social Studies K-12

Content Areas Not Accepted for Review

The Louisiana Department of Education (LDOE) is currently not accepting submissions for K-12 ELA, K-12 Math, and 3-8 Foundations of Reading Intensive Intervention.

According to [Bulletin 741 §2301](#), the Louisiana content standards are subject to review and revision to maintain rigor and high expectations for teaching and learning. The review of standards must occur at least once every seven years.

The Board of Elementary and Secondary Education (BESE) called for a [review of the Louisiana Student Standards for ELA and math](#). The standards review process began in December 2024. The review committee plans to present the standards to BESE in October 2025. Due to the standards review process, ELA, Foundations of Reading Intensive Intervention, and Math instructional materials will not be accepted for review until this process is complete.

Review Cycle Timeline and Process

Review Cycle Timeline: IMR Submission and Review Process	
July 2024 - June 2025	Submissions are accepted and reviews are conducted year-round
July - September 2024	TLA Contracts and Training
October 1, 2024	State Reviews are conducted until all reviews are complete

2025-2026 ECE Review Cycle Information

Early Childhood Education Overview

In the **2025-2026 Review Cycle**, content providers will be invited to submit Early Childhood Education instructional materials aligned to [Louisiana's Early Learning and Development Standards \(ELDS\)](#).

In preparation for ECE submissions and to **ensure alignment to the standards and all five domains**, the LDOE recommends that publishers review the following resources:

- [Louisiana's Early Learning and Development Standards \(ELDS\)](#)
- [2025-2026 IMR Rubric - ECE, Ages Birth to Five](#)
- additional guidance provided in the [2025 Early Learning and Development Standards \(ELDS\)](#)
- the variety of resources located on the [Early Childhood Planning](#) webpage

ECE Content-Specific Eligibility Criteria

In addition to meeting the eligibility requirements listed on pages 4 and 5, the following ECE content-specific criteria must also be met to be eligible for review:

- Uses technology only to supplement the curriculum and is not the focus
- Includes at least language and literacy or math
- Integrated curriculum, if submitted, includes materials and activities that address interpersonal skills specific to the language and intent of Louisiana's ELDS
- Integrated curriculum, if submitted, will be evaluated for **alignment to all five domains** of the ELDS
- Includes scope and sequence of the standards and recommended teaching order
- Contains weekly/daily lesson plans to guide early childhood educators for an entire academic or calendar year
- Provides suggestions for age-appropriate learning centers around the classroom with activities and manipulatives for children to work in small groups and independently
- Offers professional learning for early childhood educators to use the curriculum effectively

Currently Posted Tier 1 ECE Materials

As part of the LDOE's support for a seamless transition to instructional materials that align with [Louisiana's Early Learning and Development Standards \(ELDS\)](#), publishers with currently posted Tier 1 ECE materials must re-submit materials for evaluation to maintain a Tier 1 rating. If publishers have an updated version of the Tier 1 materials, the new version may be submitted in place of the original version.

Publishers with submissions that fall into this category **are not required** to include School System Endorsements with their submission.

If publishers of Tier 1 reviews do not submit materials during the timeline provided below, the materials will **no longer be considered Tier 1**, and the review will be added to the Not Reviewed for Alignment to the 2025 ELDS section of the ECE Re-Review Status Report ([link forthcoming](#)).

New ECE Submissions

New ECE submissions will be reviewed in the order the submission is complete, but only after all of the Tier 1 re-submissions have been reviewed. Additionally, publishers of new ECE submissions must submit at least three **School System Endorsements** to be eligible for review. Endorsement Letters from childcare centers are acceptable.

2025-2026 ECE Review Cycle Timeline

2025-2026 ECE Review Cycle Timeline: IMR Submission and Review Process	
August 18	Call for ECE materials - window of submission opens for ECE materials
September 2	Deadline for all Tier 1 re-submissions and/or updated versions
October 3	Window of submission closes for ECE materials
October	State reviews conducted until all reviews are complete

ECE Submission Steps

Beginning August 18, if interested in submitting ECE materials, complete the following submission steps:

- **Step 1:** Determine [eligibility](#) using the criteria on pages 4-5 along with the [ECE Content Specific Criteria](#) on page 9;
- **Step 2:** Complete [Step 2: Prepare for the State Review](#) on page 6; and
- **Step 3:** Complete [Step 3: Submission](#) on page 7.

Submission Phases

Submission Phase 1: Initial Prescreening

Submissions will be initially prescreened to confirm eligibility and ensure all required documentation for a state review is included. Initial Prescreening includes 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 2: State Vetting and Publisher Response

State Vetting: Submissions are reviewed by a team of Teacher Leader Advisors.

Public Review: Submissions are reviewed by parents and the public through the publisher-provided online portal for a four-week period. Public comments⁶ related to each title (i.e., all textbooks and instructional materials under review) become part of the published review.

- Due to [Act 346](#) of the 2023 Legislative Session, all instructional materials under review, both teacher and student materials, must be available for public review.
- To submit a public comment, contributors must agree to the [rules for participation](#) before accessing and reviewing the materials.
- Public reviewers must agree to the Copyright Acknowledgement before accessing and reviewing materials.
 - **Copyright Acknowledgement:** These materials are copyrighted. By accessing these materials, you agree not to copy, reproduce, distribute, publish, display, modify, or create derivative works from these materials, whether for commercial or noncommercial purposes, without the express prior written consent of the publisher. ***Any such unauthorized use of these materials may subject you to liability for monetary damages and/or criminal prosecution for copyright infringement pursuant to federal law.***

K-12 Science submissions that have **met Gateways 1 and Gateway 2** through [EdReports.org](#) and have submitted a copy of the EdReports will receive priority in the review queue.

Publisher Response: Content providers have an opportunity to review the findings for 20 days and respond with additional information which will be examined by **LDOE content specialists who confirm the final determination**. Publisher responses become part of the published review.

Under Construction: Materials may be placed under construction for a 120-day period 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 LDOE with a targeted completion date (published in the IMR Weekly Report) and periodic progress updates.

⁶ Comments that are deemed slanderous or unrelated to the title will not be published. It should be noted that the LDOE 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.

Resubmission: Materials that were rated less than Tier 1 can be resubmitted for a second evaluation in a subsequent round. A brief one-page summary of the changes made and a demonstration of full alignment to the criteria previously identified as weak or missing as shown in the latest evaluation rubric must be included. The resubmission summary must be submitted with all other required documents.

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 [Instructional Materials Reviews](#) webpage (e.g., IMR Guidance, Publisher User’s Guide, and Rubrics).

Guidelines for Publisher Response

Publishers and content providers have an opportunity to examine the results of the review and provide a publisher’s response within 20 days of the Phase 2 Publisher Response email. The purpose of the response is to allow an opportunity for publishers to provide any additional information that will be examined by the review teams who confirm the final rating. The 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. Responses should be respectful and free of any bias.

Non-example: I do/do not agree with the reviewer’s assessment of the materials for this indicator. There is evidence of this indicator in the materials throughout the materials in unit x.

Example: The materials provide opportunities for students to do xyz. In unit x, lesson y, students have the opportunity to do z which allows them to build skills/knowledge in support of this indicator.

The publisher’s response will be evaluated before a final determination is made. If the submitted response is not in alignment with the guidance outlined in the terms of service, the response will be returned to the publisher to be updated/rewritten to align with the guidance and submitted within 10 days. If a publisher’s response, in alignment with the guidance, is not provided by the publisher by the deadline, the publisher’s response will not be included in the published review.

Providing a publisher response does not guarantee a change in reviewer response, indicator rating, or overall rating. Additionally, only responses to the No ratings will be included in Appendix I of the posted review.

Submission Phase 3: Publication

The 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’s 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 school systems to monitor the progress of the state review.

Resubmissions

Materials that were rated less than Tier 1 can be resubmitted for a second evaluation during a future cycle. **In addition to the required/suggested documents**, a summary of the adjustments made or additional information that demonstrates full alignment with 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 the 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 to confirm the most recent alignment.

Re-evaluation may, therefore, result in additional findings.

What to resubmit: 8_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.

Options for Revising Materials

Publishers may offer to amend instructional materials to better align with the IMR criteria for quality when reviewed materials do not receive a Tier 1 rating. Determining the appropriate way to make those adjustments within the IMR process depends on the extent of the revisions and the time required by the publisher to complete them.

Option 1: Publisher Response Includes Minor Revisions (30 days) – Minor adjustments to address only the “No” ratings within the state review and provide additional evidence that may be made to instructional materials and included with the publisher’s response, within the determined 30-day period.

Option 2: Under Construction (120 days) – Materials may be placed under construction when publishers commit to making program updates to better align their materials with the IMR criteria for quality, but the revisions require up to 120 days for completion. To be placed under construction, the publisher must provide the LDOE with a targeted completion date (within the 120-day period) and provide periodic progress updates. The LDOE will publish the targeted completion date in the IMR Under Construction report linked in the IMR Weekly Report and can also provide informal feedback during the process. Publishers are only allowed to go Under Construction one time per submission. After the Under Construction process and once the materials have been re-evaluated, the review will be finalized and posted.

Option 3: Resubmission (more than 120 days) – If the revisions will take longer than 120 days, the review will be published as-is and materials may be resubmitted when ready. Resubmissions require a summary of the adjustments made or additional information that demonstrates full alignment with the criteria previously identified as weak or missing. Resubmissions must fully address the problem areas that were identified. Please keep in mind that re-evaluations include 1) verification of the adjustments within the

materials and 2) the application of the latest rubric criteria to confirm the most recent alignment, which may result in additional findings.

Archive Process

Archived Tiered State Reviews Report

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 Reviews](#) 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. Archived state reviews will be listed in alphabetical order by publisher.

Archive Dates and Contract Dates

Publishers of Tier 1 materials receive a six-year contract beginning the first day of the current month of publication and ending six years later on the last day of the current month. Published reviews are archived six years from the last day of the current month.

Upcoming Archive Dates

To avoid a gap in Tier 1 status, publishers must resubmit updated materials at least one year prior to their archive date. The published state review will remain posted as Tier 1 until the resubmission is complete. When the resubmission is complete and the previous review has reached the archive date, the resubmission will replace the previous review. The previous review will then be moved to the [Archived Tiered State Reviews report](#).

To keep publishers and school systems aware of upcoming archive dates, the [Upcoming Archive Dates for Tier 1 and 2 Reviews](#) report provides the archive date for all Tier 1 and 2 reviews. Resubmitted materials will be noted on the report.

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, 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 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 12) 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 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 school systems 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.

State Contracts

Tier 1 ratings result in an invitation to enter into a six-year statewide contract. Tier 2 ratings during the first two years of the initial six-year review cycle result in an invitation to enter into a three-year 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 1⁷ rated materials will require the following Memorandum of Understanding electronically signed.
- Letter of Signature Authorization
- Vendor Enrollment (All vendors must be registered in LaGov Vendor Portal)
- Enrollment Instructions:
 - Click here to access the [Vendor Enrollment Portal](#).
 - Click here for [instructions](#) on how to complete the forms.
 - Click here to access the [Electronic Funds Transfer Form](#).
 - A [completed W-9](#) needs to be emailed to DOA-OSRAP-LAGOV@la.gov or faxed to 225-342-6356.
- [Price List with ISBN](#) (include company contact information and shipping 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 Instructional Materials Professional Learning Partner Guide](#) (IM PLPG), complete the steps as outlined in [IM PLPG - Submission and Review Process](#). **Applications must be submitted within 30 days of the posting date, otherwise applications will only be considered during the normal submission window.**
- A sample **Signature Authority Letter** is provided in [Appendix II](#).

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

Instructional Materials Professional Learning Partner Guide (IM PLPG)

Louisiana’s school systems use the [Instructional Materials Professional Learning Partner Guide](#) (IM PLPG) to identify partners who provide initial and ongoing training for [High-Quality Instructional Materials](#) (HQIM). The guide identifies partners who specialize in helping school systems design and implement a cohesive academic system focused on high-quality curriculum, professional learning, and assessment. School systems are free to purchase other professional learning services using district funds in accordance with their local procurement policies.

Any publisher with materials rated Tier 1 should complete the appropriate content-specific [application on the Super RFA platform](#) to offer their **High-Quality Professional Learning (HQPL)** to support school system implementation of their program. The [IM PLPG Submission and Review Process](#), published as part of the [IM PLPG](#) and includes the RFA application, is sent to publishers, along with a statewide contract invitation, once the Tier 1 review is posted.

Applications must be submitted within 30 days of the posting date, otherwise applications will only be considered during the normal submission window. All other submissions will be accepted from March 1 to June 30. The review of submissions will occur from July to September.

The [IM PLPG](#) is updated every October in alignment with the release of the Super App. The window to submit will be closed from July to February. Only contact updates or newly posted Tier 1 professional learning will be accepted after submissions close.

Publishers with Tier 1 materials who receive a Tier 1 rating are required to:

- [apply](#) for entry into the [IM PLPG](#) for school system consideration; or
- open permission to allow professional learning vendors to submit professional learning materials to support the implementation of their Tier 1 curriculum.

Only Tier 1 titles ***with approved HQPL entries*** in the IM PLPG will be added to the Super App for school system planning.

Definitions

Abbreviated Review: When ELA and Math instructional materials are included in the Call for Materials, abbreviated Reviews are conducted in K-12 ELA and Math for submissions that have **met*** Gateway 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 Expectations**' 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. The [NIMAS](#) compliance file sets that you send to the [NIMAC](#) help school systems 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 information about accessibility see also: [Web Content Accessibility Guidelines: Conformance Requirements](#) 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 have 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 to [textbooks and all instructional materials under review](#) (not merely a demo) for 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 four 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:

- [Publisher's Requirements for Digital Rights Management](#), Robert Bolick
- [Digital Rights Management](#), W3C
- [Policy Priorities](#), AAP
- [Issues and Policy](#), Copyright Alliance
- [Frequently Asked Questions](#), 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.

High-Quality Professional Learning (HQPL): High-Quality Professional Learning (HQPL) is led by a knowledgeable facilitator using a cycle of learning over a period of time and includes ongoing collaboration and coaching, and transfer into classrooms. HQPL begins with student and teacher academic needs and supports the implementation of high-quality instructional materials, leading to increased student outcomes.

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.

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: [BYU Library](#)).

School System Endorsement Letter: A letter from a Louisiana school system that formally requests the review of instructional materials with the intent to purchase the submitted materials contingent upon the classification as Tier 1. The School System Endorsement letter must be completed on a school system letterhead and be provided by a system-level leader, such as a superintendent, chief academic officer, or other administrator responsible for overseeing the operations and leadership of multiple schools.

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 system in order to adequately access and implement the instructional materials in the manner in which the publisher intended. The LDOE is committed to supporting school systems 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 (e.g., 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 school systems information about the degree of alignment with 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 I, *initial screening*, the submission is examined and verified by the LDOE staff and the content provider as complete and ready for an online review. Access to all textbooks and instructional materials under review is available for public input for four weeks and as part of the state vetting process. In Phase II, *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 III, *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 [Tiered Reviews](#) webpage.

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 are located on the LDOE [Instructional Materials Review](#) webpage and represent content areas currently available for submission and state review.

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

A: The 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 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 school system funding for instructional materials?

A: No. School systems have the authority and responsibility to make all purchasing decisions.⁸

Timeline

8. When will the review process begin?

A: Each review cycle begins in July and ends in June. Reviewer assignments after they have been trained and received final contracts. 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.

Type of Materials

10. Is there a list of courses?

A: Grades K-8 core instructional content submitted for state review must align with [Louisiana's Student Standards](#). Science and Social Studies high school courses accepted for review are listed on [page 4](#) of this guide and must align with Louisiana's academic standards.

11. Will teacher and student editions be reviewed?

A: Yes. The submission must be in a digital format. [All textbooks and instructional materials are made available](#) for public evaluation.

12. Will the same content areas be included in the yearly call for materials?

A: The LDOE reserves the right to revise the yearly call for materials due to changes in strategy, shifts in priorities, legislative updates, and student standards revisions⁹.

Digital Versions

14. What is meant by digital versions?

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.

⁹ Per [Bulletin 741 §2301](#), the Louisiana content standards are subject to review and revision to maintain rigor and high expectations for teaching and learning. The review of standards must occur at least once every seven years

A: Digital/electronic versions (open or proprietary) will be reviewed and can be interactive online or provided in PDF file versions (not paper/ink copies). 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. Proprietary materials are those that are sold.

15. 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.

16. Is it likely that school systems will purchase printed versions of these digital materials?

A: School systems may purchase any formats deemed most appropriate for their students.

17. 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

18. 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 in the [Instructional Materials Reviews](#) 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 and Publications

19. 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 Student 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

20. 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 [Instructional Materials Reviews](#) webpage.

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

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

* The LDOE is currently preparing an RFP to identify a new designated book depository. Once one has been identified, the LDOE will inform publishers so that they may make arrangements with that entity.

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

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

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

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

Contact Information

Email all questions to LouisianaCurriculumReview@la.gov.

Appendix I

School System Endorsement Letter

Must be on School System/Childcare Center Letterhead

[School System or Childcare Center Name]

[Address]

[City, State Zip]

[Today's Date]

I am writing on behalf of (Name of School System or Childcare Center) to formally request the review of the following curriculum materials and express an intent to purchase the following curriculum materials, contingent upon their classification as Tier 1.

Publisher	
Title of Materials	
Copyright date	
Grade Levels (if applicable)	
Edition (if applicable)	

Content Area (select one):

- Early Childhood (Ages birth to five)
- Science
- Social Studies

Grade Level(s) (select one):

- ECE
- K-5
- 6-8
- 9-12 (this includes all high school courses for various content areas such as English I or Civics)

Submitting School System/Childcare Center Contact Information

Name	
Title	
Email address	
Phone number	
Number of Schools in the System	

Signature

*This document must be completed by a system-level leader, such as a superintendent, chief academic officer, or other administrator responsible for overseeing the operations and leadership of multiple schools. It may be submitted by the publisher along with the materials for review or emailed directly from the school system to the Louisiana Department of Education at louisianacurriculumreview@la.gov.

Appendix II

Signature Authority Letter

Must be on Company Letterhead

[School System or Childcare Center Name]

[Address]

[City, State Zip]

[Today's Date]

To Whom It May Concern:

(Company Name) gives (Contractor's name who signed 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,

Signature

(Name of person signing letter)