

Academic Content

Publisher's Communication Protocol

Instructional Materials Review

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 resources found on the [Curricular Resources Library](#) page provides 24/7 online access to the [Publisher's Guide for IMR Submission](#) which includes links to important resources that are part of the submission process.
- The Instructional Materials Review Weekly Report tracks submission progress as Phase 1 - materials that are next up for review, Phase 2 - materials that are currently under review including the estimated timeline for publication, and Phase 3 - recent publications. Also listed are companies who have expressed plans to submit materials for state review in the near future.

Each year the invitation to submit materials is sent to the Association of American Publishers and to all publishers on the current mailing list. Throughout the process, the Louisiana Department of Education staff sends emails to publishers that update them on the review process.

- The Submission begins with an automated notice of receipt and thank-you.
- Phase 1 notice is sent during the transition from Submission to Phase 1 prescreening.
- Phase 2 notice is sent at the transition from pre-screening to team assignment, additional troubleshooting emails are sent as warranted.
- The Publisher Response notification is sent when the review is completed. Publishers may request a conference call with content specialists to discuss the state review findings.
- The Phase 3 notice is sent at the transition from Publisher Response to web posting.
- MOU and PD vendor guide invitations are sent to publishers if materials are rated Tier 1.
- Emails are sent to notify publishers of their final contract number, signed agreement, and price list posting.
- Emails are sent one year in advance when state reviews are to be archived and a notification sent when the Archived Tiered State Review report is published.

- Publishers may also email LouisianaCurriculumReview@la.gov at any time with questions or concerns.

Throughout the year, Louisiana Department of Education staff is available for phone calls with publishers to answer questions about the review process.

- Louisiana Department of Education staff host quarterly conference calls for all publishers.
- Technical assistance via conference call is also provided upon request.

Throughout the year, Louisiana Department of Education staff schedule three face-to-face meetings with the Publisher's Association and is available for additional face-to-face meetings upon request.