

Sample: Publisher Instructional Materials Request

Dear Publishers,

[SCHOOL DISTRICT] kindly requests publishers submit new, state-adopted instructional materials for consideration in our [CONTENT AREA] adoption review. This request is for [CONTENT AREA] programs for [GRADE LEVELS], including [MATERIALS NOT ALREADY INCLUDED] materials. In addition to program information, publishers are required to complete and upload the following documents [LIST DOCUMENTS] to the [DISTRICT SPECIFIC PLATFORM/PROCESS]. We will be asking each vendor to provide [NUMBER OF SAMPLE SETS] sets of print sample materials/ adoption review packages by grade level/content area that are to include both student and teacher editions. Please send the sample materials to:

[DISTRICT CONTACT INFO & ADDRESS]

INCLUDE THIS STATEMENT IF APPLICABLE

[SCHOOL DISTRICT] will only consider [CONTENT AREA] course materials that are approved by the State of Florida for use starting in [IDENTIFY ADOPTION YEAR]. If the State of Florida has not approved any materials for a specific course, we will review and consider off-list instructional materials for that specific course only.

The due date for publishers to submit programs and materials for consideration for adoption is [DUE DATE AND TIME]. Unless otherwise directed by [DISTRICT NAME], publishers should communicate about this adoption review using the [SPECIFY PROCESS].

INCLUDE THIS STATEMENT IF APPLICABLE

Along with the submission of sample print and digital materials, we are also asking that publishers include a [SPECIFY TIME LIMIT] minute video presentation of the materials for our reviewers. Please upload the link to the video on the [SPECIFY PROCESS] site by [DUE DATE AND TIME].

All publishers are required to complete the [SCHOOL DISTRICT] evaluation tool(s) located on the [SPECIFY PROCESS] site, for each submission of materials, this is also due by [DUE DATE AND TIME]. The Evaluation Rubrics can be found in the [SPECIFY PROCESS] for your reference.

Adoption Policies [YEAR]

The following adoption policies should be reviewed by all publishers.

Publishers who have bid instructional materials to the Florida DOE Instructional Materials Department should be aware of the following restrictions placed on their activities in [SCHOOL DISTRICT] effective [DATE RANGE].

- 1) Publisher communications or visitations with any [SCHOOL DISTRICT] employee regarding the adoption are restricted to [DISTRICT CONTACT & TITLE], who can be reached at: [PHONE NUMBER] or [EMAIL ADDRESS].
- 2) *Publishers or manufacturers of instructional materials shall not host any social activities (dinners, retreats, receptions, etc.) of any kind for any [SCHOOL DISTRICT] employee or representative to promote or otherwise attempt to influence the adoption of their materials currently under consideration. This includes subject area teacher councils or associations.
- 3) *Teachers and administrators shall not be offered gifts, gift certificates, or other enticements by any representative of a publisher or manufacturer of the instructional materials that are under consideration.
- 4) Teachers and administrators shall not contact any representative of a publisher or manufacturer of instructional materials that are currently under consideration. Teachers and administrators shall report any publisher-initiated contact to the [SCHOOL DISTRICT DEPARTMENT] as soon as it occurs.
- 5) Each committee member will review samples of instructional materials [PRINT, DIGITAL OR BOTH] that are currently under consideration.
- 6) There will be no school-based presentations during the teacher/school review period.
- 7) Publishers' communication to schools must be made through the [SCHOOL DISTRICT DEPARTMENT] or via [DISTRICT ADOPTION PLATFORM].. Notify the [SCHOOL DISTRICT DEPARTMENT] if a school requests additional samples or information directly.
- 8) Representatives of a publisher or manufacturer of currently adopted materials in [SCHOOL DISTRICT] may enter the [SCHOOL DISTRICT] buildings to service current accounts. It is advised that the representative contact the [SCHOOL DISTRICT DEPARTMENT/TITLE] prior to this occurring.
- 9) Representatives of a publisher or manufacturer of currently adopted materials in [SCHOOL DISTRICT] may conduct staff development as planned and requested by the subject area supervisors.

The aim of this office is to allow a thorough and fair evaluation of materials by classroom teachers and curriculum experts so that our students receive the best instructional materials. This can be accomplished by encouraging professional behavior of all concerned and keeping in mind the interests of the students and the rules established by the State Legislature. We ask cooperation of the publishers' representatives

in abiding by the rules above. Any breach of professional conduct or rules will result in our district's consideration of the publisher being removed from further consideration.

[SCHOOL DISTRICT] will not accept any samples that require return shipping. We do not pay for samples. Receiving material without a purchase order is against board policy.

The [DEPARTMENT] of [SCHOOL DISTRICT] is responsible for the selection of curriculum materials and therefore, by board policy, it is inappropriate for publishers to meet with other school officials for the purpose of influencing the adoption process. If necessary, misconduct will be reported to the Office of Instructional Materials and/or the Office of Professional Standards (FADIMA Ethics Committee).

Any representative of a publisher or manufacturer of instructional materials found in violation of these rules involving the current adoption process in [SCHOOL DISTRICT] may have their materials withdrawn from further consideration by the [SCHOOL DISTRICT DEPARTMENT/TITLE].

*Items 2 and 3 above would not prohibit teachers or administrators from participating in functions of professional state organizations where publishers may be a sponsor. All dates and deadlines are subject to change. All changes will be posted to the [DISTRICT PROCESS] site and sent to all publishers who are under consideration.

The final approval will be made by the Superintendent and the School Board in accordance with Florida Statutes pertaining to Instructional Materials.

Thank you for your commitment to the [SCHOOL DISTRICT] adoption process and we look forward to reviewing your responses.

Sincerely,

[NAME]

[TITLE]

[DEPARTMENT]

[SCHOOL DISTRICT]

[PHONE NUMBER]

[EMAIL ADDRESS]