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DPS: 2012-183

MEMORANDUM

TO: District School Superintendents

FROM: Pam Stewart

DATE: November 9, 2012

SUBJECT: 2012 Florida K-5 Mathematics and Reading/Language Arts Instructional Materials Adoption – District Instructional Usability Reviews

This memorandum outlines the school districts' role in the instructional materials adoption process pursuant to the changes made to Section 1006.29(1)(c), Florida Statutes, during the 2011 legislative session. Per statute, each superintendent is requested to nominate *one classroom teacher or district-level content supervisor to conduct an instructional usability review of two or three of the materials recommended for adoption*. The school districts shall provide this reviewer with the support and time necessary to conduct a thorough examination of the materials.

Reviewer Qualifications and Requirements

The district reviewer should be an experienced teacher or content supervisor with a strong background in the content area. Superintendents are encouraged, though not required, to nominate an individual with a graduate degree in the content area and/or who has been recognized as a Teacher of the Year at any level (School, District, Regional, State, or National).

The entire state adoption process is conducted electronically, per Section 1006.29 (1)(b), Florida Statutes. Materials submitted for state adoption are reviewed in an electronic format and evaluated via an online evaluation system developed by the Florida Department of Education.

Content Areas for Review

The district reviewers will be asked to select one of the following content areas to review.

- K-5 Mathematics
- K-5 Reading/Language Arts

Online Evaluation System and Registration

Only one reviewer from each district will be granted access to review and evaluate materials via the online evaluation system. Each district should direct their reviewer to the online evaluation system at <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx>. The district reviewer can then register by following the steps below.

- 1) Select the **Register** link from the *Log In* page. This will take the reviewer to the *User Registration* page.
- 2) From the *User Registration* page, select the **District Reviewer** option. The reviewer will then be required to provide account information, select the content area they wish to review, and create a username and password.
- 3) The Office of Instructional Materials will notify the district reviewer when their account has been activated and the instructional materials have been assigned for review.

The district reviewers will receive online training in the use of the evaluation system, which they will use to assess the materials and submit an online evaluation. These district evaluations will be included in the final report to the Commissioner for consideration in determining the final instructional materials adoption list.

All district reviewers should register via the process outlined above by **Friday, November 16, 2012**. The Office of Instructional Materials will begin assigning the materials for review on **Monday, November 19, 2012**. All reviews and evaluations must be completed by **Friday, December 14, 2012**, to be included in the final report to the Commissioner.

The instructional materials will be available for public review during the same time as the district review. The general public may request access via the process outlined below.

- Any member of the general public wishing to view the recommended materials may register as a *guest user* on the Department's online evaluation system.
- The guest user will be notified that access to the requested materials has been granted.
- The evaluation instrument, which allows the user to complete an online evaluation with comments, will be available for submission on reviewed materials.
- Access to the requested materials will be available via the online evaluation system for two weeks (14 calendar days).
- Any subsequent access will require an additional request to the Office of Instructional Materials at (850) 245-0425 or via e-mail at imstaff@fldoe.org.

Please direct any questions regarding the state instructional materials adoption or the district review process to David Sikes, Director of Instructional Materials, at David.Sikes@fldoe.org or (850) 245-0808.

PS/ds

cc: Assistant Superintendents for Instruction
District Instructional Materials Administrators