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**MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Pam Stewart

**DATE:** February 20, 2015

**SUBJECT:** **2014-15 Florida Instructional Materials Adoption – District Reviews**

Per section 1006.29(1)(c), Florida Statutes, each superintendent is requested to nominate a classroom teacher or district-level content supervisor to review two or three of the materials recommended for adoption by the state instructional materials reviewers. School districts shall provide these reviewers with the support and time necessary to conduct a thorough examination of the materials.

**Reviewer Qualifications and Requirements**

The district reviewers need to be experienced teachers or supervisors with strong backgrounds in the specific content area. Superintendents are encouraged, though not required, to nominate individuals with at least a graduate degree in the content area and/or who have been recognized as a Teacher of the Year at any level (school, district, regional, state or national). The content areas for this adoption are Career and Technical Education (Agriculture) grades 6-12, English for Speakers of Other Languages grades 6-12, Health and Physical Education grades 9-12, and World Languages (Spanish and French) grades K-12.

The district reviewers will receive online training in the use of the evaluation system and the evaluation of instructional materials. Within a specified period of time, reviewers will assess the materials and submit an online evaluation. These reviews will be included in the report to the commissioner for consideration in determining the final adoption list. Nominated individuals should register at <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx> by selecting **District Reviewer** under account type and completing the required registration information page. Reviewers will be notified of account activation via email within a few days of registration. If there are any questions concerning the registration process, reviewers should contact Instructional Materials staff at [imstaff@fldoe.org](mailto:imstaff@fldoe.org) or 850-245-0425.

Please direct any questions regarding the state instructional materials adoption or the district review process to Katrina Figgett, director of instructional support, at [Katrina.Figgett@fldoe.org](mailto:Katrina.Figgett@fldoe.org) or 850-245-0758.

PS/Kf

**Contact Information**

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**DPS: 2015-17**