



# 2019 Timeline

## Curricular Materials

### TIMELINE TABLE

Deadline	Information
January, 2018	The Call for Submission Letter and additional form templates will be posted on the following web page: <a href="http://www.sde.idaho.gov/academic/curricular/">http://www.sde.idaho.gov/academic/curricular/</a>
January 31, 2019	Email intent to bid list of the main titles, content areas, and grade levels of all programs to be submitted to: <a href="mailto:ejames@sde.idaho.gov">ejames@sde.idaho.gov</a>
February 21, 2019	Initial Submission Bid Form due- Electronic copy (must retain Excel format). This form may be received by the SDE as an e-mail attachment or CD.
March 5, 2019	<ul style="list-style-type: none"><li>Final Submission Bid Forms and Review Fees mailed to: Elizabeth James, Coordinator Idaho State Department of Education PO Box 83720 650 West State Street Boise, ID 83720-0027</li><li>Brief Form(s), Form B &amp; Form M due- Electronic copy. These forms may be received by the SDE as an e-mail attachment or CD.</li></ul>
March 22, 2019	Evaluation Forms, Correlations, Research Documents, and/or any other course documents are due.
March 25-29, 2019	Publishers will be sent addresses of reviewers for shipment of sample materials.

Deadline	Information
April 8, 2018	<ul style="list-style-type: none"> <li>• Ship to each reviewer: one complete set of samples, review documents and FULL access to any online programs and resources.</li> <li>• Digital presentations due to <a href="mailto:ejames@sde.idaho.gov">ejames@sde.idaho.gov</a> Links will be checked for accessibility to online resources. Then links (and access codes, if needed) and digital presentations will be sent on to the reviewers.</li> </ul>
March-June, 2019	Curricular Materials and Online Resources reviewer training and Remote Review.
June 6-7, 2019	Label and send one complete set of samples with attached Brief Forms, Evaluation Form, other review documents, plus FULL access to any online programs and resources for use at the Consensus Review. **Please see the Call for Submission Letter for specific shipping directions.
June 10-14, 2019	Curricular Materials Selection Committee and reviewers meet in Boise, Idaho for Consensus Review. Committee recommendations will then be sent to the Idaho State Board of Education for formal adoption. Materials sent to Caxton after the Consensus Review.
August, 2019	The State Board of Education receives the Selection Committee recommendations for formal adoption of materials for Idaho schools.
August 30, 2019	Agreements will be mailed to publishing companies, pending SBOE approval, with a copy of the Bid Form noting any changes made in the recommendations.
September 13, 2019	Signed agreements from the publishing companies must be returned to the Curricular Materials Program Coordinator at the Idaho State Department of Education by September 14, 2018.
Sept./Oct., 2019	The Adoption Guide listing recommended curricular materials will be posted on the Curricular Materials SDE website at: <a href="http://www.sde.idaho.gov/academic/curricular/">http://www.sde.idaho.gov/academic/curricular/</a>

Deadline	Information
October 31, 2019	<ul style="list-style-type: none"> <li>• Student &amp; Teacher Editions ONLY (main components) for all print materials placed under agreement should be shipped to the seven (7) Idaho Regional Centers. (Submission of a small sampling of ancillaries is optional.) Regional Center addresses are available on the Curricular Materials webpage.</li> <li>• Digital Curricular Materials Caravan presentations due. (Publisher created, highlighting newly approved materials). Links to the digital presentations will be posted on the SDE website. Send links for the presentations to the Curricular Materials Coordinator.</li> </ul>
February 20, 2020	Files submitted to NIMAC and certificate of all valid files accepted via NIMAC submitted to <a href="mailto:ejames@sde.idaho.gov">ejames@sde.idaho.gov</a>

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**For Questions Contact**

Instructional Support for Student-Centered Learning (ISSCL)  
 Idaho State Department of Education  
 650 W State Street, Boise, ID 83702  
 208 332 6800 | [www.sde.idaho.gov](http://www.sde.idaho.gov)