

Oregon Department of Education

255 Capitol St NE

Salem, OR 97310

DATE: April 16th, 2026

TO: Publishers & Representatives for Oregon Instructional Materials

FROM: ODE's Instructional Materials Team

RE: **NOTICE - # 3**

2026 Oregon State Adoption for Physical Education Instructional Materials:

Category 1: Grades K-5
Category 2: Grades 6-8
Category 3: Grades 9-12

Please review the updated information below regarding the 2026 Oregon Physical Education Instructional Materials Adoption.

Review Week:The tentative evaluation timeline is as follows (subject to change until June):

- **Week of June 22-26:** Evaluator training; no publisher action items.
- **June 29-July 2:** Evaluators asynchronously review **recorded** publisher presentations
- **July 6-17:** Evaluators asynchronously review digital materials, and begin individual IMETs. No publisher action items
- **July 19-24:** Evaluators review digital materials and conduct individual scoring of each submission (indicated by the completion of an IMET for each program).
- **Week of July 27:** Three days of in-person review, group scoring, and consensus discussion.
 - Evaluators attend **synchronous virtual Q&A sessions - Publisher action required***

Each submission will be required to submit a recorded presentation and will be allowed a 30-minute, live Q&A session with the evaluation team for each grade band. Notification of details regarding the teleconferencing platform, reserving Q&A times, and meeting protocols will be shared once they have been determined. Guidelines for the recording of publisher presentations are attached to this notice. We are unable to accommodate requests for specific days or times to hold a Q&A session with the evaluation team.

Publishers will be required to provide **one full set of all materials submitted for evaluation**. Instructions for shipping physical sample materials and submitting digital logins will be released with [Notice #4](#). The review site and exact dates are to be determined and will be shared as details are finalized.

***Please note:** ODE has decided to schedule the synchronous digital Q&A sessions to the week of in-person reviewing, to allow evaluators to first access the printed materials on site. Q&A sessions will occur over a 2 day period.

3. OR-IMET for Physical Education

(this item does not require publisher action)

The Oregon Instructional Materials Evaluation Tool for Physical Education is being developed and will be provided by the release of [Notice #4](#). The Oregon Instructional Materials Evaluation Tool for Physical Education is developed to help reviewers evaluate submissions of instructional materials. The Oregon Adopted Criteria for Physical Education will be broken into indicators and grouped to assist reviewers in scoring and increase reliability across teams. As a reminder, criteria in Part 1 and Part 2 are considered **non-negotiable**; programs that receive a zero on any given metric in Part 1 or Part 2 of the [adoption criteria for Physical Education instructional materials](#) **will not be recommended for adoption**.

4. Quality Criteria Documentation

Due 06/19/26

This component of the Summary Form is due on June 19, 2026, and is a **required** part of your submission for the Oregon Adoption.

The Quality Criteria Documentation should be submitted in **PDF format via email** to the Oregon Department of Education no later than June 19, 2026 for each category submission. Additionally, *six printed copies* of the Quality Criteria Documentation should be mailed with the set of print materials that are being delivered to the review site (details TBA).

5. Research-Based Documentation and Alignment-

Due 06/19/26

Please review Instructional Materials Summary Form 4824 in Notice #2 for instructions on these optional submissions for each category submitted for review. If you decide to include these for reviewers, please provide them *via email* to the Oregon Department of Education no later than June 19, 2026. Additionally, six printed copies should be mailed with the set of print materials that are being delivered to the review site (TBD), no later than June 19th.

6. Instructional Materials Summary Form *(Form 4824 -2 pages)*

Due 06/19/26

Special care should be taken by publishers in preparation of the Oregon Instructional Materials Summary Form. The Summary Form will constitute the documentation and analysis (showing how submitted materials conform to the State Board of Education criteria) required by ORS 337.060 (2). The Form should be completed for each set of materials submitted. Please submit the form and all required documents, via email, to ODE.InstructionalMaterials@ode.oregon.gov no later than June 19, 2026

7. Adoption Criteria Sheet for Physical Education

(this item does not require publisher action)

The [adoption criteria](#) was adopted by the State Board of Education for the evaluation and selection of Physical Education instructional materials. Please examine the criteria carefully before deciding which materials you wish to submit.

For the purpose of Oregon state instructional materials adoptions, “instructional materials” means any organized system, which constitutes the **major instructional vehicle for a given course of study**, or any part thereof. Only basal instructional programs may be adopted by the State Board of Education. A major

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instructional vehicle may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media” (OAR 581-011-0050, subsections (1) and (2)).

8. Publisher Presentation Guidelines

Due 6/19/26

The 2026 Publisher Presentation Guidelines document for guidelines related to recorded publisher presentations. You can submit one video **per category** in which you are submitting materials. Publisher presentations are due on June 19, 2026.

Attachments:

- 2026 Publisher Timeline
- 2026 Publisher Presentation Guidelines
- Instructional Summary Form 2824
- See previous notices for: Quality Criteria Documentation form, Bidsheet form template

If you have further questions or need clarification, please contact **ODE’s Instructional Materials Team**.

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