

## 2025-26 PUBLISHER TIMELINE for Social Science Instructional Materials

- Category 1: Grades K-5
- Category 2: Grades 6-8
- Category 3: Grades 9-12 History
- Category 4: 9-12 Civics and Government
- Category 5: 9-12 Geography
- Category 6: 9-12 Economics

Approximate date	What/How/Specifications	Deadline Date Due
01/17/25	<p><b><u>NOTICE # 1- Instructional Materials Announcement Memo</u></b> Included:</p> <ul style="list-style-type: none"> <li>• Circular of Information (Announcement of Instructional Materials Adoption)</li> <li>• Information Request Form</li> <li>• Northwest Textbook Depository- Explanation of Services</li> <li>• 2024 Oregon Adoption Process Schedule</li> </ul>	
	<p><b>Information Request Form</b> Complete form and return to Instructional Materials Coordinator by email.</p>	<b>02/14/25</b>
02/21/25	<p><b><u>NOTICE # 2- Instructional Materials Announcement Memo</u></b> Included:</p> <ul style="list-style-type: none"> <li>• Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company</li> <li>• Bid Spreadsheet - Sample of electronic form to be downloaded in <b>Excel format ONLY – Date your work.</b></li> <li>• Instructional Materials Summary (Form 4824) - Explaining submission of materials</li> <li>• Final Adoption Criteria</li> <li>• 2022 Oregon Adoption Process Schedule</li> </ul>	
02/14/24	<p><b>Publisher’s Briefing Remote Meeting</b> Call-in &amp; time information will be sent after registration.</p>	
	<p><b>Instructional Materials Proposal Form (Form 4538)</b></p>	<b>03/07/25</b>
	<p><b>Bid Spreadsheets</b> Must be received in <b>Microsoft Excel format ONLY via email</b></p>	<b>03/21/25</b>

Approximate date	What/How/Specifications	Deadline Date Due
04/4/25	<b><i>NOTICE # 3- Instructional Materials Announcement Memo</i></b> Included: Review Week Details & Quality Criteria Documentation	
	<b>Bid Change Deadlines</b> No changes accepted after this date!	04/18/25
04/18/25	<b>Official Withdrawal Date</b>	04/25/25
05/09/25	<b>Individual Publisher Invoices emailed</b>	
05/09/24	<b><i>NOTICE # 4- Instructional Materials Announcement Memo</i></b> Included: 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
	<b>Invoice Payment</b> Payment due upon receipt & MUST be received before evaluations begin. Mail to:  Oregon Department of Education Office of Financial and Administration –Accounts Receivable 255 Capitol St NE Salem, OR 97310	<b>NO LATER THAN 06/20/25</b>
No later than 6/20/25	<b>Presentation Schedule and Review Week Information</b>	
	<b>Digital Materials</b> Must provide access codes to allow up to 5 reviewers to access electronic version of materials per category and submission. Include instructions for using and navigating materials.  <b>Instructional Materials Summary Form (Form 4824)</b> Complete form and return to Instructional Materials Coordinator by email. Includes: <ul style="list-style-type: none"> <li>• Description of Submission (required)</li> <li>• Quality Criteria Documentation (required)</li> <li>• Research Based Documentation (optional)</li> <li>• Alignment (recommended)</li> <li>• NIMAS assurance (required)</li> </ul> <b>MSST Forms B and M and Accessibility Conformance Report (ACR)</b>	<b>NO LATER THAN 06/20/25</b>

Approximate date	What/How/Specifications	Deadline Date Due
	Complete per instruction page and email by deadline. <i>(Please do not mail or fax)</i> <b>Recording of Publisher Presentations</b> <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i>	
July 2025	<b>Publisher Presentations, Q&amp;A, Social Science Instructional Materials Evaluation</b>	
08/15/25	<b>Score Notification</b> Scores and comments will be emailed.	
08/15/25	<b>Bond Requirement for Publishers of Adopted Materials</b> Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be <b>due on 11/14/24. Contracts will not be accepted late due to inability to obtain bond on time.</b>	
	<b>Requests for Reevaluation Due</b> Coordinator must receive request letters by this date to be considered for reevaluation.	<b>August 22, 2025</b>
	<b>Publisher Response</b> Coordinator must receive response to evaluator comments by this date to be published with the review and scores.	<b>September 12, 2024</b>
Oct. 2024	<b>State Board's Proposed Adoption of Instructional Materials</b> Meeting live-stream link can be found on Boardbook. <a href="#">_____</a>	
10/31/25	<b>Publisher Contract/Bond emailed for execution</b> Contract forms emailed.	
TBD	<b>Regional Caravan Meetings</b> Caravan details TBD	
	<b>Video Caravan Link Due</b> Video Caravan link for posting to our website.	<b>11/14/25</b>
	<b>Executed Contracts/ Bond/ Accessibility Conformance Report Due</b> Signed contract, original bond, and accessibility conformance report to be emailed to Instructional Materials Coordinator.	<b>12/05/25</b>
	<b>Sales Agreement w/ Northwest Textbook Depository</b> Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>01/31/25</b>

<i>Approximate date</i>	<i>What/How/Specifications</i>	<i>Deadline Date Due</i>
	<p><b>NIMAS File</b> NIMAS file to be filed with NIMAC no later than 02/01/26</p>	<p><b>02/01/26</b></p>

**For any questions regarding this tentative timeline, please contact:**

ODE.InstructionalMaterials@ode.oregon.gov