

*Subject to change*

## 2026-27 PUBLISHER TIMELINE for K-12 Physical Education Instructional Materials

<b>Category 1:</b> Grades K-5	<b>Category 2:</b> Grades 6-8	<b>Category 3:</b> Grades 9-12
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<b>Approximate date</b>	<b>What/How/Specifications</b>	<b>Deadline Date Due</b>
01/16/26	<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>	
02/13/26	<p><b>Publisher’s Briefing Remote Meeting</b> Call-in information will be sent after registration.</p>	
	<p><b>Information Request Form</b> Complete form and return to Instructional Materials Coordinator by email.</p>	<b>02/20/26</b>
03/06/26	<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>	
	<p><b>Instructional Materials Proposal Form (Form 4538)</b></p>	<b>Updated to 03/13/26</b>
04/16/26	<p><b><u>NOTICE # 3- Instructional Materials Announcement Memo</u></b> Included: Review Week Details &amp; Quality Criteria Documentation</p>	

<b>Approximate date</b>	<b>What/How/Specifications</b>	<b>Deadline Date Due</b>
	<b>Bid Spreadsheets</b> Must be received in <i>Microsoft Excel format ONLY via email</i>	4/24/26
	<b>Official Withdrawal Date</b>	04/24/26
05/08/26	<b>NOTICE # 4- Instructional Materials Announcement Memo</b> Included: 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
No later than 6/19/26	<b>Presentation Schedule and Evaluation Week Information</b>	
	<b>Bid Change Deadlines</b> <i>No changes accepted after this date!</i>	06/19/26
	<b>Digital Materials</b> Must provide access codes to allow up to 5 reviewers to access electronic versions of materials per category and submission. Include instructions for using and navigating materials.  <b>Instructional Materials Summary Form</b> (Form 4824) 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</b>	<b>NO LATER THAN 06/19/26</b>
	<b>Recording of Publisher Presentations</b> <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i>	<b>NO LATER THAN 06/19/26</b>
July 2026	<b>Publisher Presentations, Q&amp;A, Physical Education Instructional Materials Evaluation</b>	

<b>Approximate date</b>	<b>What/How/Specifications</b>	<b>Deadline Date Due</b>
08/14/26	<b>Score Notification</b> Scores and comments will be emailed.	
08/14/26	<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 12/05/25</b> . <i>Contracts will not be accepted late due to inability to obtain a bond on time.</i>	
	<b>Requests for Reevaluation Due</b> Coordinator must receive request letters by this date to be considered for reevaluation.	<b>08/22/26</b>
	<b>Publisher Response</b> Coordinator must receive response to evaluator comments by this date to be published with the review and scores.	<b>09/11/26</b>
<i>October 2026</i>	<b>Oregon State Board of Education's Proposed Adoption of Instructional Materials</b> The meeting live-stream link can be found on Boardbook.	
10/31/26	<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>11/13/26</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>12/04/27</b>
	<b>Sales Agreement w/ Northwest Textbook Depository</b> Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	<b>01/31/27</b>
	<b>NIMAS File</b> NIMAS file to be filed with NIMAC no later than 02/01/26	<b>02/01/27</b>

For any questions regarding this tentative timeline, please contact: [ODE.InstructionalMaterials@ode.oregon.gov](mailto:ODE.InstructionalMaterials@ode.oregon.gov)