

Subject to change

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

Category 1: Grades K-2	Category 2: Grades 6-8	Category 3: Grades 9-12
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Approximate date	What/How/Specifications	Deadline Date Due
01/16/26	<u>NOTICE # 1- Instructional Materials Announcement Memo</u> Included: <ul style="list-style-type: none"> • Circular of Information (Announcement of Instructional Materials Adoption) • Information Request Form • Northwest Textbook Depository- Explanation of Services • 2024 Oregon Adoption Process Schedule 	
02/13/26	Publisher's Briefing Remote Meeting Call-in information will be sent after registration.	
	Information Request Form Complete form and return to Instructional Materials Coordinator by email.	02/20/26
02/21/26	<u>NOTICE # 2- Instructional Materials Announcement Memo</u> Included: <ul style="list-style-type: none"> • Instructional Materials Proposal (Form 4538) - Agreement between the State and publishing company • Bid Spreadsheet - Sample of electronic form to be downloaded in Excel format ONLY –Date your work. • Instructional Materials Summary (Form 4824) - Explaining submission of materials • Final Adoption Criteria • 2022 Oregon Adoption Process Schedule 	

Approximate date	What/How/Specifications	Deadline Date Due
	Instructional Materials Proposal Form (Form 4538)	03/06/26
04/03/2026	<u>NOTICE # 3- Instructional Materials Announcement Memo</u> Included: Review Week Details & Quality Criteria Documentation	
	Bid Spreadsheets Must be received in <i>Microsoft Excel format ONLY via email</i>	4/24/26
	Official Withdrawal Date	04/24/26
05/08/26	<u>NOTICE # 4- Instructional Materials Announcement Memo</u> Included: 2-MSST Forms, Digital logins, & Oregon Instructional Materials Evaluation Tool (OR-IMET)	
No later than 6/19/26	Presentation Schedule and Evaluation Week Information	
	Bid Change Deadlines <i>No changes accepted after this date!</i>	06/19/26

Approximate date	What/How/Specifications	Deadline Date Due
	<p>Digital Materials 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.</p> <p>Instructional Materials Summary Form (Form 4824) Complete form and return to Instructional Materials Coordinator by email. Includes:</p> <ul style="list-style-type: none"> • Description of Submission (required) • Quality Criteria Documentation (required) • Research Based Documentation (optional) • Alignment (recommended) • NIMAS assurance (required) <p>MSST Forms B and M</p>	<p>NO LATER THAN 06/19/26</p>
	<p>Recording of Publisher Presentations <i>Complete per the Publisher Guidelines for the Annual Publisher Presentation of Instructional Materials</i></p>	<p>NO LATER THAN 06/19/26</p>
July 2026	Publisher Presentations, Q&A, Physical Education Instructional Materials Evaluation	
08/14/26	<p>Score Notification Scores and comments will be emailed.</p>	
08/14/26	<p>Bond Requirement for Publishers of Adopted Materials Begin the process of researching and obtaining the required \$10,000 bond to accompany the contract that will be due on 12/05/25. <i>Contracts will not be accepted late due to inability to obtain a bond on time.</i></p>	
	<p>Requests for Reevaluation Due Coordinator must receive request letters by this date to be considered for reevaluation.</p>	<p>08/22/26</p>

Approximate date	What/How/Specifications	Deadline Date Due
	Publisher Response Coordinator must receive response to evaluator comments by this date to be published with the review and scores.	09/11/26
<i>October 2026</i>	Oregon State Board of Education's Proposed Adoption of Instructional Materials The meeting live-stream link can be found on Boardbook.	
10/31/26	Publisher Contract/Bond emailed for execution Contract forms emailed.	
TBD	Regional Caravan Meetings Caravan details TBD	
	Video Caravan Link Due Video Caravan link for posting to our website.	11/13/26
	Executed Contracts/ Bond/ Accessibility Conformance Report Due Signed contract, original bond, and accessibility conformance report to be emailed to Instructional Materials Coordinator.	12/04/27
	Sales Agreement w/ Northwest Textbook Depository Northwest Textbook Depository will contact adopted publishers to establish a sales agreement	01/31/27
	NIMAS File NIMAS file to be filed with NIMAC no later than 02/01/26	02/01/27

For any questions regarding this tentative timeline, please contact:

ODE.InstructionalMaterials@ode.oregon.gov