INDIANA
DEPARTMENT *of*
EDUCATION

2024-2025 High-Quality Curricular Materials Advisory Lists:

Vendor Submission Guide

Indiana Department of Education

100 N. Senate Ave.
Indianapolis, IN 46204

Purpose & Legislation

High-quality curricular materials are key components to effective and engaging learning experiences for students. In alignment with legislation, the Indiana Department of Education (IDOE) publishes annual advisory lists to inform the adoption, instructional practices, and professional development relevant to curricular materials aligned with Indiana Academic Standards and Early Learning Standards. Legislative requirements are outlined below.

Pursuant to Indiana Code (IC) 20-26-12-24.5, "Reading curriculum requirements, Sec. 24.5.

    (a) This section applies to a public school, including a charter school.

    (b) As used in this section, "three-cueing model" refers to the three-cueing model of reading that uses meaning drawn from the context, pictures, or syntax as the primary basis for teaching word recognition.

    (c) Beginning with the 2024-2025 school year, a superintendent, advisory committee, or governing body or the equivalent for a charter school, in adopting curriculum or supplemental materials for reading under section 24 of this chapter:

        (1) shall adopt curriculum or supplemental materials for reading that are aligned:

            (A) with the science of reading; and

            (B) to the student's reading proficiency; and

        (2) may not adopt curriculum or supplemental materials for reading that are based on the three-cueing model."

- Pursuant to IC 20-31-3-2(b), IDOE "must publish an advisory list of science of reading curricula on the department's website."
- Pursuant to IC 20-20-5.5-2, IDOE "shall evaluate, approve, and publish a list of high-quality curricular materials for use in the following subjects: (1) Science, (2) Technology, (3) Engineering, (4) Math."
- Additionally, IDOE conducts a curriculum evaluation process and subsequent professional development to inform instructional practices and better prepare students ages birth to five for kindergarten.
- Curricular materials can be reproduced in large type, Braille, and audio format in accordance with Sections 612(a)(23)(A) and 674(e)(4) of the Individuals with Disabilities Education Improvement Act 2004 (20 U.S.C. 1400 et seq.).
- Pursuant to IC 20-30-17-2, the "content of the material does not provide any instruction to a student in prekindergarten through grade three on human sexuality."
- Pursuant to IC 35-49-2-1, the "content of the material does not contain obscene matter or matter harmful to minors."
- Pursuant to IC 35-49-2-2, the "content of the material does not contain matter or performance harmful to minors."

This vendor guide serves to delineate the criteria for a "comprehensive curriculum," which includes resource(s) that cover each domain of the Indiana Academic Standards and Indiana Early Learning Standards (i.e., include approaches to play and learning, English/language arts,

mathematics, science, social studies, student wellbeing, creative arts, and physical health and growth).

Early Learning: Use of a curriculum by early care and education programs is a crucial component in Indiana's quality rating and improvement system. Local educational agencies (LEAs) and early care and education programs will have the autonomy to choose their own instructional materials. IDOE will support local decision-makers by providing the results of ongoing reviews that help identify high-quality instructional materials from participating vendors.

Submission and Review Process

Content providers of proprietary and open educational resources (OER) aligned to [Indiana Academic Standards](), [Indiana Early Learning Standards](), and expectations of select high school courses from Indiana's [Next Level Programs of Study](), College Board, Cambridge International School, and the International Baccalaureate Organization[1] are invited to submit the [letter of intent]() to inform IDOE of plans to complete the 2024 High-Quality Curricular Materials Advisory Lists Vendor Application. **The application will be shared in August to vendors that submit the letter of intent.** Alignment should primarily focus on content and cognitive complexity. Vendors will submit curricular materials aligned to one or more of the following content areas:

- [Early Learning Comprehensive Curriculum]() (Infant/Toddler, Preschool, and Mixed Age Groups)
- [K-12 STEM]() (Science, Technology (Computer Science), Engineering, and Mathematics)
- [K-5 Core Reading]() (Aligned to Science of Reading)
- [6-8 Core Reading]() (Aligned to Science of Reading)

IDOE is reviewing core curriculum materials only. Supplemental (instructional and intervention) materials reviews will be handled locally.

The following steps outline the vendor submission process, which requires an independent review by a credible third-party research entity and a committee review using the vendor evaluation tools. All core/comprehensive curriculum submissions will go through the review process.

Vendor Review Process

Independent review by a credible third-party research entity	Vendors must complete the applicable evaluation tool by listing appropriate evidence (e.g., references to specific lessons, standards alignment documents, contextual narrative explanation or corresponding documents) for each rubric criterion in the "Notes/Evidence" column of the evaluation tool (see [example]()). The

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[1] The International Baccalaureate Organization will release an updated subject guide for Diploma Programme Computer Science in February 2025.

	completed evaluation tool, along with any applicable evidence referenced in the "Notes/Evidence" column, should be provided to a credible third-party external research entity for review. Research entity team members conducting the review must have significant demonstrated experience in curriculum/standards alignment and evaluation and hold advanced degrees in curriculum and instruction, educational measurement, or a related field. Vendors must refine their evaluation tool and compiled evidence as needed based on feedback from the third-party review. Vendors must ensure a logical, numerically-based naming convention for all evidence to ensure clarity for reviewers (see example).
Committee Review	Committee reviews of completed vendor submissions will verify required evaluation tool criteria and any applicable optional criteria are met. Committees will reach consensus on an evaluation determination for each vendor applicant. Vendors will have one opportunity to resubmit evidence for any criteria for which the committees deem insufficient evidence is provided.

Application Phases

Submission Phase I: Letter of Intent & Third-Party Evaluation
IDOE requires vendors to complete a letter of intent to signify their plans to complete the formal application (*coming in August)*. Vendors must complete and submit one letter of intent for each age/grade level, subject area, or course they intend to submit for evaluation. Questions regarding the submission process must be included in the letter of intent. Late submissions will not be accepted.

This phase should also include a third-party external research review of the vendor's curricular materials, which is required in the official application. Vendors will include a completed narrative of these findings as part of their formal application.

Submission Phase II: Initial Submission
Vendors must submit all required information and evidence through the formal 2024-2025 High-Quality Curricular Materials Advisory Lists Vendor Application (*coming in August)*. This form allows vendors to attach documents (i.e., evidence of alignment to the rubric) to support their submission. Once submitted, the identified point of contact will receive notification that their submission is in the queue for committee review. Key elements of the submission include:

- Completed evaluation tool submitted to third-party external research entity and narrative confirmation from the third-party verifying the results of the review. Review results should provide evidence of the degree to which the materials are aligned with and measure the breadth and depth of Indiana Academic Standards, Indiana Early Learning Standards, and expectations of select high school courses from Indiana's Next Level Programs of

Study, College Board, Cambridge International School, International Baccalaureate Organization according to the provided evaluation tools.

- Verification of qualifications of a third-party review entity.
- Summary of updates made to the evaluation tool based on third-party review.
- Final completed evaluation tool to be utilized by Indiana committees.
- Evidence documents (in PDF format) listed in the evaluation tool (e.g., standards alignment documents, links). Any videos, if applicable, should be in MP4 format. Vendors must ensure a logical, numerically-based naming convention for all evidence to ensure clarity for reviewers (see example).
- Digital versions of all student and educator materials, including any necessary login information.
- Materials submitted for review should be the most current version.
- Exact, not-to-exceed standard statewide pricing information using the provided cost sheet to be published publicly upon approval through the curriculum evaluation process. Only materials reviewed through this process should be listed on the cost sheet.

Late submissions will not be accepted.

Submission Phase III: Committee Review
Submissions are examined by committees. If committees find required information or evidence is missing, vendors will be given one opportunity to submit missing items. The vendor is provided the corresponding evaluation tool that notes areas of insufficient information. The vendor may resubmit the vendor application once. Final review decisions by the committee will be made upon receipt and review of additional evidence provided.

Submission Phase IV: Notification of Application Status and Publication
The vendor is notified of the final review decision and any applicable next steps are identified. Final evaluation tool reviews from the committees for approved vendor applications, along with exact, not-to-exceed standard statewide pricing information, will be available publicly on IDOE's High-Quality Curricular Materials Advisory Lists webpage.

Final results of the committee review are organized by content area on IDOE's High-Quality Curricular Materials Advisory Lists webpage. Vendors with approved applications will be valid for a period of six years (pending any updates to Indiana Academic Standards, legislation, or rule). Vendors must confirm annually any specific changes to materials and related pricing.

Vendor Application Submission References and Resources

Evaluation Tools
- Early Learning Comprehensive Curriculum (Infant/Toddler, Preschool, and Mixed Age Groups)
- K-12 STEM (Science, Technology (Computer Science), Engineering, and Mathematics)
- K-5 Core Reading (Aligned to Science of Reading)
- 6-8 Core Reading (Aligned to Science of Reading)

Templates and Exemplars
- Sample Complete Evaluation Tool
- Cost Sheet
  - Used for establishing exact, not-to-exceed standard statewide pricing

Application Forms
- Letter of Intent
- 2024-2025 High-Quality Curricular Materials Advisory Lists Vendor Application will be emailed on August 13 to vendors who submit a letter of intent.

Review Cycle Timeline

Date	Task/Event
Monday, July 22	Application materials become available
Monday, August 12	Deadline to submit the letter of intent
Tuesday, August 13	Vendors who submitted the letter of intent will receive a link and instructions to complete the official application.
Friday, October 11	Deadline to submit final, complete application using the appropriate content area/grade level/age level form
Monday, December 16	Vendor notification of review status
Monday, January 13	Deadline to submit additional materials, if applicable

All deadlines must be met by 11:59 p.m. ET. Late submissions will not be accepted.

Questions regarding the process must be submitted via the letter of intent. Contact IDOE with any questions.

Appendix A: Frequently Asked Questions

Number	Question	Answer
1	**What is the purpose of providing a high-quality curricular materials advisory list?**	The review of core/comprehensive curricular materials gives corporations, schools, and early care and education programs information about alignment to the Indiana Academic Standards and Early Learning Standards, as well as various indicators on rigor and best practices. This process supports professionals in making informed decisions regarding instructional materials adoption. Corporations, schools, and early care and education programs can use these reviews to determine which materials

		are best suited for their local needs.
2	**What is the timeline for review?**	There are three phases to the review process. In Phase I, vendors submit a form indicating intent to apply (i.e., letter of intent). In Phase II, vendors submit all required information and evidence for review. In Phase III, committees review submissions against evaluation criteria. If committees find required information or evidence is missing, vendors will be given one opportunity to submit missing items. Educators will then review all additional materials and determine final rubric scoring. In Phase IV, vendors are provided with final application status. All submissions that meet required evaluation tool criteria will be published on IDOE's website.
3	**What evaluation tools will be used during the review process?**	The associated evaluation tool is unique to each content area or developmental age. All submissions should align with appropriate Indiana Academic Standards, Indiana Early Learning Standards, and select high school courses from Indiana's Next Level Programs of Study, College Board, Cambridge International School, and the International Baccalaureate Organization.
4	**What legislative requirements apply to this evaluation process?**	In addition to other required criteria throughout each rubric, curricular materials submitted to IDOE must meet all five criteria outlined in Section I (*Required Criteria for Alignment with State and Federal Law*). Appendix A of each rubric defines the cited Indiana Code in more detail.
5	**How is the Phase III review process determined, and will partially-aligned content be reviewed?**	IDOE will prioritize review assignments based on the date of submission. If committees determine vendor submissions do not meet all criteria, vendors will be given the opportunity to submit missing items.
6	**Who will review applications during Phase III?**	Application reviews will be conducted by committee members who are informed on Indiana's Early Learning Standards, Indiana's Academic Standards, and content expectations for select high school courses from Indiana's Next Level Programs of Study, College Board, Cambridge International School, and International Baccalaureate Organization. Reviewers will use the evaluation tools and evidence submitted by the vendor to determine consensus.
7	**Can vendors refuse to have the application results shared once the review is completed?**	No. Final evaluation tools, along with standard, not-to-exceed statewide pricing details, for approved providers will be available on IDOE's website.

8	**Will the review process impact corporation funding for instructional materials?**	No. Corporations have the authority and responsibility to make all purchasing decisions in alignment with Indiana Code. Early care and education programs have the authority and responsibility to make all purchasing decisions in alignment with the quality rating and improvement system.
9	**When will the review process begin?**	Vendor submissions will be accepted through Friday, October 11, and state reviews will begin on Monday, October 14.
10	**Will all respondents be notified at the same time?**	Yes. Notification will be sent of vendors' review status by Monday, December 16.
11	**Is there a list of high school STEM courses?**	Instructional content that is submitted for state review must align with content expectations for these high school science, technology (computer science) and engineering courses (i.e., Next Level Programs of Study, College Board, International Baccalaureate,* Cambridge):

Science	Technology (Computer Science)
3020 AP Biology	4565 Computer Foundations for a Digital Age
3060 AP Chemistry	4584 IB Computer Science Higher Level
3080 AP Physics I (Algebra-Based)	4586 IB Computer Science Standard Level
3081 AP Physics II (Algebra-Based)	4803 Introduction to Computer Science
AP Physics C: Electricity and Magnetism	7180 IT Fundamentals
AP Physics C: Mechanics	7181 Networking and Cybersecurity Operations
	7182 Networking Fundamentals
	7183 Principles of Computing
	7184 Software Development
	7351 Topics in Computer Science
	7352 Computer Science
	8116 Cambridge Advanced Computer Science (A Level) 9618
	8118 Cambridge Advanced Computer Science (AS Level) 9618
	4568 AP Computer Science Principles
	4570 AP Computer Science A

Engineering	Mathematics
4802 Introduction to Engineering Design	2562 AP Calculus AB
4818 Environmental Sustainability	2572 AP Precalculus
5518 Aerospace Engineering	
5534 Computer Integrated Manufacturing	
5538 Digital Electronics	
5644 Principles of Engineering	
5650 Civil Engineering and Architecture	

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12	**Will educator and student editions be reviewed?**	Yes. The submission must be in a digital format. Access to a full online and digital student edition must be made available. 10 accounts must be provided for access and must be valid through the 2024 calendar year.
13	**All documents/ evidence submitted for review are required to be digital. What does this mean?**	Digital/electronic versions (open or proprietary) will be reviewed and can be interactive online or provided in PDF format (not paper/ink copies). OER are learning materials that are freely available under a license that allows them to be reused, revised, remixed, and redistributed. See www.oercommons.org for additional information. *Proprietary materials are those that are sold.*
14	**All materials must be submitted electronically for review; however, can other formats be made available to school corporations and early care and education programs?**	Yes. Any format (e.g., braille, audio, large print/print, and digital) can be made available for purchase.
15	**Is it likely that corporations and early care and education programs will purchase printed versions of these digital materials?**	Corporations and early care and education programs may purchase any formats deemed most appropriate for their students.
16	**Can digital materials that require specialized software installation be reviewed?**	No. The installation of software applications in conjunction with content alignment reviews may present difficulty if system requirements cannot be met. PDF versions are recommended for submission.
17	**Will there be any state contracts for titles reviewed? If so, must prices be "locked in" for any specified amount of time?**	A state contract will not result from this review. Vendors selected for the list must agree to standard, statewide pricing.
18	**Are publishers allowed to visit schools or early care and education programs and/or send samples?**	Arrangements for solicitation should be coordinated through local school corporation officials or early care and education program administrators.