

2024 Mathematics Textbook Review Process (Phase II) - Instructions to Publishers

On September 14, 2023, the Virginia Board of Education authorized the Virginia Department of Education (VDOE) to proceed with a review of textbooks for Mathematics. The VDOE invites publishers to indicate their intent to submit textbooks for Phase II of the approval process by returning the completed Publisher Submission Forms by **5:00pm on Monday, April 1, 2024**. The submission forms include the Textbook Publisher’s Certification and Agreement as the initial step in Virginia’s textbook approval process. The review procedures for publishers are provided in this document.

Please be sure to examine and use the publisher documents located on the VDOE [2024 Mathematics Textbook Review Process](#) webpage. The following table provides initial submission deadlines for Phase II of the textbook review process.

Due Date	Submission Task
April 1, 2024	Publisher Submission Forms
June 3, 2024	State Textbook Information Form
June 3, 2024	Publisher Correlation Forms
June 3, 2024	Publisher Provides Access to Primary Materials

If you have questions, please contact the VDOE Mathematics Office at vdoe.mathematics@doe.virginia.gov.

Section 1

2024 Review Procedures

The *Code of Virginia* places the authority for review of textbooks suitable for use in the public schools of Virginia with the Board of Education. At the September 14, 2023, Board of Education meeting the Department of Education was authorized to proceed with two phases of the mathematics textbook state approval process. The Department will submit to the Board for approval a list of recommended textbooks after each phase. Statewide review committees will be organized for each grade-level subject or course. The membership of these committees will be composed of a cross section of teachers, division-level content specialists, and subject-matter experts. It is anticipated that Phase II of the Mathematics textbook review will be completed by January 2025.

Review committees will be directed to compare all submitted materials to the [2023 Mathematics Standards of Learning](#) (SOL) and develop a "correlation form" indicating the degree of correlation of the instructional item to the relevant standard. Final correlation forms on each approved instructional item will be posted on the Virginia Department of Education's (VDOE) website to assist school divisions in the local textbook adoption process. Correlation forms will also be available to all publishers who submit textbooks to the review process.

Publishers are invited to submit digital "primary materials" for consideration for review. Primary material contains the core curriculum that is the basis for the grade-level subject or course. VDOE review committees will examine the material selected by the publisher as the primary material.

All publishers having primary materials in Mathematics are invited to submit textbooks that meet the following criteria:

- Textbooks that are highly correlated to the *2023 Mathematics Standards of Learning*;
- Textbooks that comply with completed Textbook Publisher's Certification and Textbook Publisher's Agreement forms that are required by the Virginia Board of Education;
- Materials that are not considered supplemental and/or ancillary to a full instructional program, but are considered "core." Virginia review committees will only review instructional materials that are considered to be stand-alone and the "core" of a Mathematics course; and
- For the Mathematics textbook review process, the annotated teacher's edition of the primary material must be submitted. If the annotated teacher's edition does not include the majority of student material, a copy of the student text(s) must also be submitted. The teacher's edition must be used to complete the SOL correlation documents.

Section 2

Guidelines for Submitting Textbooks in Digital Format

The publisher must submit primary material in digital format. Primary material contains the core curriculum that is the basis for the grade-level subject or course. VDOE review committees will review only the material selected as the primary material to be reviewed. A digital version of any print material must also be available to students as outlined in [§22.1-241 of the Code of Virginia](#).

The Virginia Department of Education will not examine supplementary or ancillary materials that are not considered essential to a core or stand-alone program. In order for digital formats to be considered for examination, publishers must declare that digital materials are a stand-alone, core program (primary material). This declaration must be indicated on the Textbook Publisher's Certification and Agreement form.

Section 3 Textbook Sampling Procedures

A. When and where to send samples

Access to all digital primary materials must be emailed by **5:00pm on Monday, June 3, 2024** to the Virginia Department of Education (vdoe.mathematics@doe.virginia.gov) to be shared with state review committee members. In addition, all digital primary materials will be made available for public review prior to Board of Education approval.

During the period of the 2024 Mathematics textbook review, publishers' representatives shall not contact state review committee members for any reason. Failure to observe this guideline shall be considered a forfeiture of the right to submit. Unrestricted professional contacts are permitted between publishers' representatives and appropriate staff members of the Virginia Department of Education.

B. What to send

The textbooks that the Department of Education is seeking for review are those selected by the publisher as the "primary material" to provide core support for the grade levels kindergarten through grade 8, Algebra 1, Geometry, and Algebra 2 listed in the [2023 Mathematics Standards of Learning](#). Publishers are asked to study 2023 Mathematics *Standards of Learning* for the subject area in which their company produces textbooks. The standards should assist in making decisions about materials that may be suitable to submit for review. The 2023 Mathematics *Standards of Learning* are available on the Virginia Department of Education's Website.

The teacher edition of print programs is considered the "official sample," but if the annotated teacher's edition does not include the majority of student reading material, a copy of the student text(s) must be submitted.

Publisher-prepared correlations to the 2023 *Mathematics Standards of Learning* must accompany the teacher and student edition of all instructional programs. Publisher Correlation Forms for concise correlations are available on the Virginia Department of Education's 2024 Mathematics Textbook Review Process website. Publishers **must** use these correlations forms. **SOL correlations provided must be made to the teacher's editions of the primary material being considered for review.** Extensive correlations beyond this format will not be examined. Publisher Correlation Forms should be emailed to vdoe.mathematics@doe.virginia.gov no later than **5:00pm on Monday, June 3, 2024**.

C. Substitutions

If a new edition of materials that were submitted on June 3, 2024 subsequently becomes available, a copy of the new edition with a Textbook Publisher's Certification and Agreement form must be sent to vdoe.mathematics@doe.virginia.gov. A brief summary of changes incorporated into the new edition must be enclosed. The new edition will not be reviewed as a part of the 2024 review process; however, these submissions will be evaluated as a "substitution" and, if approved by subject area specialists, be placed on the appropriate list of textbooks.

Section 4 Textbook Publisher's Certification and Agreement Form

By **Monday, April 1, 2024**, publishers must electronically submit to VDOE Mathematics at vdoe.mathematics@doe.virginia.gov a list of intended submissions using the Publisher Submission Forms

located on the Virginia Department of Education's 2023 Mathematics Textbook Review Process website.

Please be sure to use the **Mathematics** Textbook Publisher's Certification and Agreement forms. Digital signatures are encouraged; alternatively documents with original signatures may be scanned and attached as an additional PDF file. The forms may be emailed to vdoe.mathematics@doe.virginia.gov.

Section 5 State Textbook Information Form

By **Monday, June 3, 2024**, publishers shall electronically submit the State Textbook Information form to the VDOE at vdoe.mathematics@doe.virginia.gov. This form, which includes essential information for each textbook, is located on the Virginia Department of Education's 2024 Mathematics Textbook Review Process website. This form includes the following information for each submitted textbook:

- specific subject area, title,
- author,
- grade level or course
- copyright date, and
- the contract price that shall not exceed the lowest wholesale price at which the book or books submitted are currently bid under contract anywhere in the United States ([Virginia Code §22.1-241](#)).

Section 6 Publisher's Response to Virginia Correlation Forms

Each publisher will be sent a copy of the correlation forms that have been developed for the 2024 Mathematics textbook review process. The profiles will be emailed in August 2024, shortly after the conclusion of the state review consensus committees.

Publishers will have the opportunity to respond in writing to the correlation forms. Publishers will not be invited to present responses in person. Department of Education staff will review all publisher responses against state review committee documentation and reply to publishers in writing.

Letters requesting a "reconsideration" of a profile(s) should be sent to VDOE Mathematics at vdoe.mathematics@doe.virginia.gov.

Section 7 Publisher's Presentations to State Review Committees

Publishers will not be invited to present to state review committees for the 2024 Mathematics Textbook Review Process.

Section 8 Contract Stipulation

Virginia Code requires that local school boards shall either enter into written term contracts or issue purchase orders on an as-needed basis with publishers of textbooks approved by the Board of Education for use in the public schools. Contracts and purchase orders with publishers of textbooks approved by the Board shall require the publishers to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards. Please refer to [Virginia Code §22.1-241](#) for information regarding stipulations for contracts and purchase orders.