**Publishers’ Submission Forms for Virginia’s Textbook Approval Process**

Virginia Department of Education

Approved by the Virginia Board of Education

March 24, 2011\*

**\*** Updated to comply with SB4 (2014) Chapter 440 § 1 Uncodified Act of the General Assembly

**Introduction**

The Virginia Board of Education’s authority for approving textbooks and other instructional materials is prescribed in the *Virginia Constitution* and in the *Code of Virginia*.

* *Virginia Constitution, Article VIII, § 5 (d)*

It [the Board of Education] shall have authority to approve textbooks and instructional aids and materials for use in courses in the public schools of the Commonwealth.

* *Code of Virginia*, § 22.1-238

1. The Board of Education shall have the authority to approve textbooks suitable for use in the public schools and shall have authority to approve instructional aids and materials for use in the public schools. The Board shall publish a list of all approved textbooks on its website and shall list the publisher and the current lowest wholesale price of such textbooks.
2. Any school board may use textbooks not approved by the Board provided the school board selects such books in accordance with regulations promulgated by the Board.
3. For the purposes of this chapter, the term "textbooks" means print or electronic media for student use that serve as the primary curriculum basis for a grade-level subject or course.

[SB4 (2014) Chapter 440 § 1](http://law.lis.virginia.gov/uncodifiedacts/2014/session1/chapter440/) was passed as an Uncodified Act of the General Assembly -

Be it enacted by the General Assembly of Virginia:

1. *§ 1. That all textbooks approved by the Board of Education pursuant to § 22.1-238 of the Code of Virginia, when referring to the Sea of Japan, shall note that it is also referred to as the East Sea.*

2. That the provisions of this act shall not affect any textbook approved by the Board of Education prior to July 1, 2014.

This document, including all attachments, provides textbook publishers with the required information and forms for submitting textbooks for review by the Virginia Department of Education (VDOE) and approval by the Virginia Board of Education. By submitting textbooks for evaluation, publishers agree to follow the procedures set forth in this document. Failure to comply with all procedures may result in disqualification of the textbook as a part of the review and approval process.

***Textbook Publisher’s Intent to Submit and Certification***

(Date)

(Publishing Company)

Name of Primary Contact:

Phone Number, including area code:

E-mail Address:

The Virginia Board of Education has asked the Virginia Department of Education to host two phases of mathematics textbook adoption. Therefore, the publishing company indicated above submits the following digital primary materials to the Virginia Department of Education for consideration in Virginia’s textbook approval process during the Phase II submission phase.

This Intent to Submit Form must be returned to [vdoe.mathematics@doe.virginia.gov](mailto:vdoe.mathematics@doe.virginia.gov) no later than **5:00 p.m.** **on Monday, April 1, 2024**. Note: *Publishers’ intent to submit will be shared publicly.*

Digital primary materials will be submitted for the following grades and/or courses during Phase I or Phase II. Only one version of the digital primary material will be reviewed by VDOE committees.

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| **Indicate during which Phase materials will be submitted (*Phase I, II, or both*)** | **Title** | **ISBN** | **Copyright** | **Grade Level or Course** |
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High-quality instructional materials align to the Virginia Mathematics Standards of Learning and also:

* Include horizontal and vertical alignment and connections to previous and subsequent grade level courses;
* Emphasize depth of learning over breadth to ensure cognitive complexity with rich learning experiences;
* Include focus on appropriate concepts, skills, and processes;
* Contain subject matter that is explained with clarity;
* Include evidence-based teaching and learning practices;
* Facilitate connections within and between disciplines and authentic applications;
* Support differentiation of instruction;
* Provide for a balanced approach to assessment including aligned formative and summative assessments; and
* Provide supports to teachers in planning and instructional delivery.

Please list below all high-quality instructional materials considered part of the core program (e.g., supplemental, intervention, manipulatives, accelerated, English Language Learner supports, parent resources).

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| **Grade Level/ Course** | **Title (Core Program)** | **Additional Supplemental Materials Available to Support Core Program** |
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    (Signature of President of the Company or Designee)                              (Date)

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    (Printed Name and Title of Person Signing Above)

The publisher certifies the following:

1. Each textbook has been thoroughly examined and reviewed by at least three qualified content experts for factual accuracy in the subject matter and the textbooks are free from any factual or editing errors. The credentials of the author(s) and/or editor(s) and content review experts are provided on the attached forms.

2. Each textbook has been thoroughly examined and reviewed by qualified editors to identify any typographical errors.

1. Any duplicate version (i.e., print, or digital) of the primary material that is available to Virginia school divisions contains at least the same content included in the primary material selected by the publisher for review. Any additional content, above that contained in the primary material reviewed is accurate and free of errors. If the content of the print and digital versions of the same primary material varies, those variations are outlined in an attachment to the certification.
2. The Quality Assurance and Editing Process described below was followed for all primary materials submitted by the publisher for review.

**Quality Assurance and Editing Process**: Please describe, *in three pages or less*, the internal process used to ensure accuracy and lack of bias including:

* the quality assurance and workflow steps used to ensure accuracy of content;
* the quality assurance and workflow steps used to eliminate editing and typographical errors, including errors in grammar, written expression, spelling, formatting, and other substantive elements that may affect student learning;
* the fact-back-up guidelines (i.e., what is an acceptable source for a fact and what is not) used by the authors, editors, and outside content experts;
* the review by outside content experts, other than the authors, to verify accuracy and ensure freedom from bias; and
* the process used to reach consensus on information with divergent interpretations.

Enter the description here. (Additional information will not be considered or reviewed.)

***Textbook Publisher’s Agreement***

The PUBLISHER agrees to the following:

1. After submission of a textbook to the Department of Education for consideration in the textbook approval process, the PUBLISHER will promptly inform the Department in writing of any changes made in the textbook prior to its approval by the Board of Education.
2. If any factual or editing errors are identified in a PUBLISHER’s textbook following its approval by the Board of Education, the PUBLISHER will submit a corrective action plan to the Department of Education within 30 days of being notified by the Department of the errors. All corrective action plans must be approved by the Board of Education, but the Board hereby delegates the approval of corrective action plans not involving significant errors to the Superintendent of Public Instruction. Each corrective action plan must be tailored to the materiality of the errors identified and must be implemented in the manner most conducive to and least disruptive of student learning. Corrective action plans may include but are not limited to: a) corrections upon reprinting of the textbook; b) corrective edits to an online textbook; c) electronic errata sheets posted on the PUBLISHER’s and the Department of Education’s Web sites; d) print errata sheets provided to schools for insertion into textbooks; e) replacement books; and f) return of the textbook and refund of any payment made for the textbook. Upon approval of the corrective action plan, the PUBLISHER will implement the plan at the PUBLISHER’s expense.
3. If, upon being notified by the Department of factual or editing errors in an approved textbook, the PUBLISHER disputes that the textbook contains such errors, the PUBLISHER must submit a written explanation of its position to the Department within 30 days of receiving notice from the Department of the error. Upon request, the PUBLISHER may meet with the Department. The Board of Education reserves to itself the right to make a final determination of whether the textbook contains a factual or editing error. If the Board determines that the textbook contains such an error, the PUBLISHER will submit a corrective action plan to the Department within 15 days after receiving notice of the Board’s determination.
4. If numerous and/or significant errors are identified in a textbook on the Board of Education’s approved list, the Board of Education may, in its sole discretion, withdraw the textbook from the approved list. The Board of Education must notify the PUBLISHER in writing before it removes its textbook from the approved list. The PUBLISHER will have 30 days to respond in writing and the right to meetwith the Department of Education before removal.A “significant error” is a factual or editing error that the Board of Education or Department of Education determines within the context of the intended use of the textbook will substantially interfere with student learning. A change in knowledge that occurs subsequent to publication shall not constitute a significant error.
5. If the PUBLISHER makes updates/revisions to textbooks after they have been approved by the Board of Education, the PUBLISHER will ensure that the updated/revised material has been vetted through the same quality assurance process for accuracy and editing outlined in the signed certification. The PUBLISHER will notify the Department and any school division that has purchased this material of the updates/revisions that have been made.

Please check here if this submission includes an attachment that outlines if and how duplicate versions (print or digital) of primary materials vary.   
(Item #3 in the certification)

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(Signature of President of the Company or Designee) (Date)

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(Printed Name and Title of Person Signing Above)

***Author(s)/Editor(s) and Content Review Expert Information***

This attachment must be completed for each primary material submitted for review. Please insert additional copies for each primary material.

**Primary Material (digital submission)**

Please list name and edition of the textbook, or series submitted as a primary material.

**Publisher:**

**Product Name:**

**Author(s):**

**Edition:** **ISBN:**

**Author/Editor Information**

Please complete the table below. Include each author and/or editorassociated with the development of the primary material. Please insert copies of the table for additional authors/editors.

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| --- | --- |
| **Author/Editor:** | **Role of the author/editor in writing the textbook (include references to specific sections, chapters, pages, etc.)** |
| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |
| Did the author/editor review the final copy of his/her work before publication? |

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| **Author/Editor:** | **Role of the author/editor in writing the textbook (include references to specific sections, chapters, pages, etc.)** |
| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |
| Did the author/editor review the final copy of his/her work before publication? |

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| **Author/Editor:** | **Role of the author/editor in writing the textbook (include references to specific sections, chapters, pages, etc.)** |
| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |
| Did the author/editor review the final copy of his/her work before publication? |

**Content Review Expert Information**

Please include each content review expert associated with the quality assurance process for accuracy and editing for the primary material listed. At least three content review experts must be included with at least 1) two experts with a graduate degree in the content area being reviewed; and 2) at least one teacher with recent experience teaching the content in the appropriate grade level or course. Please insert copies of the table for additional content review experts.

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| --- | --- |
| **Reviewer:** | **Role the reviewer had in the review process (entire book or include references to specific sections, chapters, pages, etc.)** |
| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |

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| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |

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| **Reviewer:** | **Role the reviewer had in the review process (entire book or include references to specific sections, chapters, pages, etc.)** |
| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |

**Please return Textbook Publishers Certification and Agreement forms to**

**VDOE Mathematics Department**

**Office of Science, Technology, Engineering, and Mathematics**

**E-mail:** [**vdoe.mathematics@doe.virginia.gov**](mailto:vdoe.mathematics@doe.virginia.gov)