Instructions for Reviewing the Course Design and Instructional Materials Adoption Toolkit

This resource will replace the *Washington State Guidance for Selection of Instructional Materials* document currently on the OSPI website. It removes out of date information, updates guidance that is still relevant, and adds many additional resources that we hope districts will find useful. It was developed to compliment the Washington State School Directors' Association (WSSDA) model policy and procedure 2020 and 2020P: Course Design, Selection, and Adoption of Instructional Materials.

> *Gone are the days of the seven-year review cycle. Districts are now recommended to establish a regular cycle of course design review based on student need, updated content, rapidly changing demographics, and funding.*
> Washington State School Directors' Association Policy and Legal News, April 2015

It is our hope that this guide serves a twofold purpose:

1. To provide a cyclical strategy for the regular review of courses based on district needs.
2. To provide state policies, guiding questions, useful resource links, and district examples, that will help define best practices for considering instructional materials both for supplemental use by individual teachers and schools and for core-instructional materials for a district.

While districts are recommended to review their courses on a regular basis, not every course review and update will result in an instructional materials adoption.
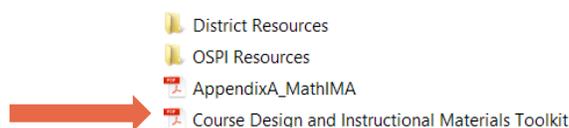
This document provides general guidance for course design (sometimes referred to as curriculum) and instructional materials selection and adoption for ALL content areas. The Appendices will house guidance on the Instructional Materials Adoption Process for specific content areas. Only Appendix A: Best Practices in Mathematics Instructional Materials Adoption is currently available.

Review Directions

We would greatly appreciate your comments and suggestions on this resource prior to moving the information to the OSPI website. Please note that the Toolkit links to both external websites from trusted sources and downloadable documents from OSPI and Washington school districts. In the final form, these downloadable documents will reside on the OSPI website, but for review purposes, they are contained in a zipped file along with the Course Design and Instructional Materials Adoption file.

1. Create a new folder on your computer and place the zipped **Review Me** file into that folder.
2. Unzip the Review Me file into the same folder you have created.

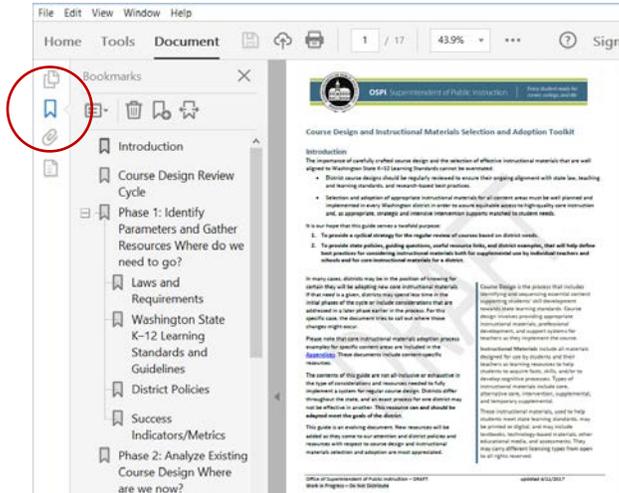   The unzipped file will contain the following folders:

You only need to open the Course Design and Instructional Materials Toolkit.

Everything is linked to from this document.

3. To navigate through the document, you can scroll through in normal fashion or use the bookmark feature in Acrobat Reader to jump to areas of interest.

4. Please visit the following site to provide feedback:

   http://www.surveygizmo.com/s3/3498142/CARC-Review or

   http://bit.ly/2oYgjlS (shortened URL)

Thank you for sharing your time and expertise in reviewing and commenting on this document! If you have any questions, please contact:

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