**Attachment 4: LEA Information Form**

**THIS FORM IS FOR BRAINSTORMING PURPOSES ONLY. LEA INFORMATION FORMS MUST BE SUBMITTED** [**ONLINE**](https://tea.co1.qualtrics.com/jfe/form/SV_2bEFqLzxtzkafpr)**. TEA WILL ACCEPT FORMS ON A ROLLING BASIS BUT NO LATER THAN FRIDAY, JANUARY 11, 2019.**

To access the LEA Information Form, click on the following link: <https://tea.co1.qualtrics.com/jfe/form/SV_2bEFqLzxtzkafpr>

1. Contact information

**LEA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | **Name** | **Title** | **Email** | **Phone** |
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| **IMQE Pilot Application Point of Contact** |  |  |  |  |
| **Superintendent** |  |  |  |  |
| **Head of Academics** |  |  |  |  |
| **Head of English Language Arts Instructional Materials** |  |  |  |  |
| **Head of English Language Arts Teacher Professional Development** |  |  |  |  |
| **Head of Math Instructional Materials** |  |  |  |  |
| **Head of Math Teacher Professional Development** |  |  |  |  |

1. Which of the following grade band(s) does your LEA serve in the **2018–2019** school year? (check all that apply)
	* Early childhood (birth to age 5)
	* Grades K–2
	* Grades 3–5
	* Grades 6–8
	* Grades 9–12
2. List the main instructional materials your LEA is using for English language arts and reading (ELAR), reading foundations, and supplemental reading programs (enrichment, remediation, etc.) during the **2018–2019** school year.

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|  | **ELAR instructional materials** | **Reading foundations materials** | **Supplemental instructional materials** |
| **Birth to age 5** |  |  |  |
| **K–2** |  |  |  |
| **3–5** |  |  |  |
| **6–8** |  |  |  |
| **9–12** |  |  |  |

1. TEA wants to make its review process more helpful to LEAs by reviewing materials that LEAs are already considering. List the main ELAR instructional materials your LEA is interested in reviewing in your local review and adoption process for the **2019–2020 school year**.

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1. Describe the ways in which your current instructional materials review and adoption process supports the goal of providing teachers with access to the highest-quality materials (limit 750 characters).

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1. Describe the ways in which your current instructional materials review and adoption process makes it challenging to achieve the goal of providing teachers with access to the highest-quality materials (limit 750 characters).

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1. What are the biggest challenges your LEA faces related to the identification, selection, and purchasing of instructional materials? (select up to five)
	* Identifying instructional materials to review
	* Time commitment required for teachers or other educators who are involved in the review process
	* Deciphering the quality of instructional materials
	* Vetting open education resources (OER)
	* Ensuring materials meet the needs of diverse learners (ELLs, SPED, gifted and talented)
	* Completing the review process in time for EMAT order
	* Negotiating prices with publishers
	* Supporting teachers to use the materials effectively
	* Integrating blended learning and technology
	* Overall timeline
	* Navigating outreach from publishers’ sales teams
	* Other (please describe)
2. If classroom teachers are involved in your local instructional materials review process, on average, approximately how many hours does each teacher spend on the process in one year?
3. By participating in the pilot, your LEA is agreeing to consider the pilot ELAR 3–8 quality reviews as part of its local review process. These reviews will be released exclusively to IMQE pilot LEAs in May 2019. Which of the options below best describes how your LEA plans to use the pilot reviews?

\_\_\_\_\_\_ **Option 1: Local review in summer 2019, purchase for 2019-2020.** We will use the pilot reviews to conduct a condensed local review process between May 2019 and July 2019 in time to purchase ELAR 3–8 materials for the 2019–2020 school year.

\_\_\_\_\_\_ **Option 2: Local review in 2019-2020, purchase for 2020-2021.** We will delay our local review process for ELAR 3-8 instructional materials until the 2019–2020 school year in time to purchase materials for the 2020-2021 school year.

\_\_\_\_\_\_ **\*NEW\* Option 3: Local review in 2018-2019, purchase for 2019-2020.** We will conduct our local review process for ELAR 3–8 instructional materials as normal during the 2018-2019 school year. We will delay making final purchase decision until May 2018 and will use pilot reviews to check the results of our local process. Based on information in reviews, we will finalize purchasing decisions for the 2019–2020 school year.

\_\_\_\_\_\_\_ How many schools in your LEA serve grades 3–8?

\_\_\_\_\_\_\_ How many schools in your LEA that serve grades 3–8 will be impacted by this decision?

1. Briefly describe how you will achieve the option you selected above. In your response, consider addressing your plan for adjusting obtaining board approval, condensing or delaying ELAR 3­–8 review cycle timeline, building support within your review committee, and communicating with classroom teachers and school administrators. (limit 2000 characters)

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1. Briefly describe why you are interested in participating in the IMQE pilot. (limit 750 characters)

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