



COMMONWEALTH of VIRGINIA
Department of Education

DATE: January 26, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: **Nominations for the English Language Arts Textbook Committees**

At the January 25, 2018, Board of Education meeting the Department of Education was authorized to proceed with the [K-12 English Language Arts textbook state approval process](#). It is anticipated that the review will be completed by March 2019.

An important part of the approval process for the K-12 English Language Arts textbooks is the review of the publishers' submitted items by teachers, curriculum supervisors, administrators, English Language Arts educators, and others who have expertise with the content of the 2017 *English Standards of Learning*. The Department of Education is seeking nominations from division superintendents for individuals who are qualified and available to serve on committees to review K-12 English Language Arts textbooks. Nominees should be teachers, curriculum supervisors, or administrators who have expertise with the content areas and the standards.

Committee members reviewing the K-12 English Language Arts textbooks will be asked to review the submitted textbooks and submit correlation worksheets to the Department for a final review of all submitted materials. Committee members may receive recertification points, pending the approval of their school division.

All individuals who wish to serve on one of the *English Language Arts Textbook* review committees must submit an application through the web-based process, [Instruction Committee Application Processing System \(ICAPS\)](#). The application will require a professional reference and division approval. Completed applications are due to the Virginia Department of Education through the ICAPS process by March 2, 2018. Committee members will be notified in early April 2018. Committee members will be selected on the basis of expertise, experience, and balanced regional representation.

If you have questions regarding the K-12 English Language Arts textbook review, please contact Tracy Fair Robertson, English Coordinator, via email at Tracy.Robertson@doe.virginia.gov or by telephone at (804) 371-7585; or Crystal Midlik, Elementary English/Reading Specialist, via email at Crystal.Midlik@doe.virginia.gov or by telephone at (804) 225-3203; or Jill Nogueras, English/History Specialist, via email at Jill.Nogueras@doe.virginia.gov or by telephone at (804) 225-3696.

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