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

Virginia Department of Education

Approved by the Virginia Board of Education

March 24, 2011

**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.

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.

**Primary Material Submitted for Review**

As noted in Section 22.1-238.C of the *Code of Virginia* above, the term textbook refers to print or electronic media for student use that serves as the primary curriculum basis for a grade-level subject or course.

For the remainder of this document, such instructional media will be referred to as “primary material.” Primary material contains the core curriculum that is the basis for the grade-level subject or course. VDOE review committees will review the material selected by the publisher as the “primary material.” This is typically the student edition of the textbook or the primary material that students will use to gain access to the content, although there may be exceptions according to the content area and grade level of the textbooks (e.g., teacher’s editions may need to be included in the review at elementary grades for English/reading). Ancillary and supplemental materials will not be considered for review.

Submitting primary material in digital format is encouraged. However, publishers may submit primary material in either digital or print format, or in a format combining both media. VDOE review committees will review only the material selected as the primary material by the publisher. If a print program is submitted as the primary material to be reviewed, a digital version of this material must also be available to students as outlined in Section 22.1-241 of the *Code of Virginia*. Any duplicate or similar version of the primary material submitted will not be reviewed by the VDOE review committees as a part of the textbook approval process. If a publisher submits digital primary material and this material is also available in print, the review committee will review only the digital version of the primary material. In submitting their materials for review, publishers must provide an explanation of if and how the content in the primary material medium (digital or print) is different from or comparable to that offered in the other medium. Digital primary material may contain items such as embedded video clips or content that is delivered through an interactive format.

**Submission Forms**

Publishers must complete the Textbook Publisher’s Certification and Agreement listing all primary materials submitted for review consideration at the time it signals intent to submit textbooks for review as part of Virginia’s textbook approval process.

***Textbook Publisher’s Certification***

(Date)

(Publishing Company)

Name of Primary Contact:

Phone Number, including area code:

E-mail Address:

The publishing company indicated above submits the following primary materials to the Virginia Department of Education for consideration in Virginia’s textbook approval process.

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| **Title** | **ISBN** | **Copyright** | **Grade Level or Course** | **Is this primary material submitted as digital, print, or combination?\*** |
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\*Only one version of the primary material will be reviewed by VDOE committees. If the primary material is available in more than one format, provide an explanation of how they differ or are comparable.

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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(Name and Title of Person Signing)

***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 (printed book or 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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| Education and professional background: |  |
| Related published works: |
| Professional qualifications and specific areas of expertise: |