

SUBSTITUTION POLICIES AND PROCEDURES

OFFICE OF INSTRUCTIONAL MATERIALS FLORIDA DEPARTMENT OF EDUCATION

In accordance to Florida State Board of Education Administrative Rule 6A-7.0710, requests for substitutions are allowed under the following criteria found in the Instructional Materials Policies & Procedures:

- 1) Publishers and manufacturers of instructional materials currently under adoption in Florida may request permission to substitute for any such instructional materials on a current contract.
- 2) The substitution must be a revised edition which corrects or updates content; provided that the revised edition can be used satisfactorily with the currently adopted edition simultaneously in the same classroom; is identical, equal or superior to the specifications of the currently adopted edition; and, is available at no increase in price.
- 3) As all materials bid must be available in electronic or digital format all substitution analyses will be performed on the electronic or digital materials. Each request shall be accompanied by access information to the currently adopted materials, access information to the revised materials, and access to an online copy of a detailed analysis of each change in the revised materials indicating precisely where the changes occur. This analysis shall include all changes in content, illustrations, embedded videos, hyperlinks and platform specifications. Information and logins for access to electronic or digital components must be sent to IMStaff@fldoe.org.
- 4) Each request shall be filed in writing with the Director of Instructional Materials, who shall forward the request with a recommendation to the Bureau Chief of Standards and Instructional Support.
- 5) Materials may not be substituted within the first six months of the contract. Any substitution which is approved shall be effective on the date the action is taken by the FDOEIM office.

PROCEDURES: A publisher requesting a substitution should make the request in writing with the analysis of changes, and provide the materials in electronic or digital format. All requests should be sent to Cathy Seeds, Instructional Materials, 325 W. Gaines Street, Suite 432, Tallahassee, FL 32399-0400.

SUBSTITUTION OF A MAJOR TOOL OF INSTRUCTION: The Instructional Materials Staff will review and compare the adopted materials and those submitted as a substitution to determine whether the substitution complies with SBEA Rule 6A-7.0710 & the Instructional Materials Policies and Procedures. A letter of recommendation will be sent to the Bureau Chief of Standards and Instructional Support, who will then make his or her recommendation to the Commissioner.

Once the Commissioner has approved a substitution, the Instructional Materials Staff will notify the publisher, and the announcement of the substitution will be posted on the Instructional Materials web site, <http://www.fldoe.org/academics/standards/instructional-materials>. Publishers will be notified of rejections when applicable.

SUBSTITUTION OF ANCILLARY MATERIALS: The Instructional Materials Staff will review and compare the adopted materials and those submitted as a substitution to determine whether the substitution complies with SBEA Rule 6A-7.0710 & the Instructional Materials Policies and Procedures. The Instructional Materials Staff will notify publishers of its decision.

Form IM17, Substitution Policies and Procedures
Rule 6A-7.0710
Effective October 2019

Please direct questions regarding the substitution policy and procedures to Cathy Seeds, Director of Instructional Materials, Cathy.Seeds@fldoe.org.



Florida Department of Education Instructional Materials

SUBSTITUTION REQUEST FORM

Company Name: _____

Title of Materials: _____

Copyright/Edition: _____

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Please check the boxes that apply to your substitution request:

Lowering Prices **Price changes will require additional documentation*

Correction to ISBN

Edition Update **Edition changes will require additional documentation*

Other (Please Specify) _____

Please confirm that your substitution request complies with the following:

Alignment to standards has not changed

There has been no change to content **Please note, if any minor changes*

Prices have not been raised

Terms of original contract have not changed

Signature of Authorized Company Representative

Print Name

Date

DOE Approval: _____ Signature	_____ Date
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