



Florida's Instructional Materials: Adoption Process and Annual Certifications, Plans and Reporting

Florida Organization of Instructional Leaders (FOIL)

November 2023



What will you gain from this session?

- Participants will:
 - Gain an in-depth understanding of the Florida Department of Education's Instructional Materials Adoption process;
 - Review the annual certification, plans and reporting that school districts must submit to the Department; and
 - Discuss updates from 2023 legislative session.



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Instructional Materials Adoption Cycle

Current Adoption

2023-2024 Science

- Bids submitted: 143
- Courses:
 - K-5: 6 series = 36 bids
 - 6-8: 60 bids
 - 9-12: 47 bids
- Publishers: 14

Senate Bill 1054

Senate Bill 1054 from 2022 legislative session amended ss. 1003.41 and 1003.4282, F.S. requiring that students entering grade 9 in the 2023-2024 school year and thereafter, earn one-half credit in personal financial literacy and money management.

Senate Bills 1054, Financial Literacy

Due to these legislative changes in the 2022 session, the following Financial Literacy courses will no longer be active after the 2023-2024 school year:

- Economics with Financial Literacy; [2102335](#)
- Economics with Financial Literacy Honors; [2102345](#)
- Personal Financial Literacy; [2102372](#)
- Personal Financial Literacy Honors; [2102374](#)



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Florida Instructional Materials Adoption Portal (FLIM)



FLIM Adoption Portal

www.flimadoption.org



Manage Adoption Cycles

Click on a cycle to open or start a new cycle by clicking on the "Add New Cycle" button.

Open Cycles

Completed Cycles

Archived Cycles

2021-2022 K-12 Mathematics

Submissions	136
Reviewers	145
Reviewed	132

2022-2023 K-12 Social Studies

Submissions	113
Reviewers	0
Reviewed	0

Expert IM Review

My Review Dashboard

Welcome to the review dashboard.

My Review Assignments

The following instructional material programs have been assigned to you for review.

Show entries

Review	Bid ID ↑↓	Days Passed ↑↓	Title ↑↓	Publisher Name ↑↓
Review	551	6 days	Florida History Makers: Myself, My School, My Community	Analytic Orange, Inc.
Review	532	6 days	Florida Kindergarten Social Studies: Living, Learning, and Working Together	Gallopade International, Inc.
Review	502	6 days	Florida Social Studies, Living, Learning, and Working Together Grade K	McGraw Hill LLC




Publisher Resources and Reviews

List of Active Adopted Materials

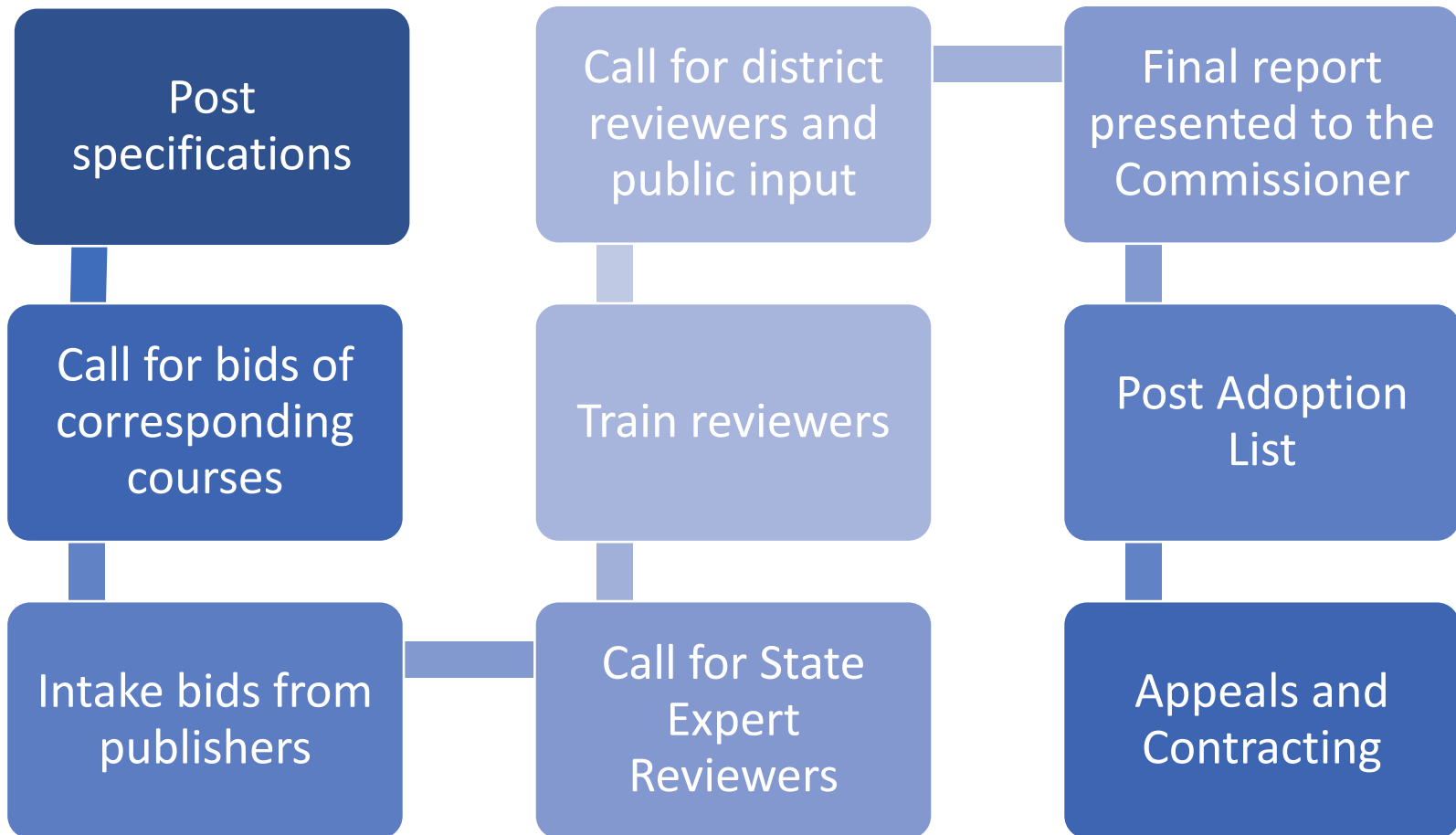
List of Adopted Materials

You can search by course, publisher name, author, or book/materials title to filter the list of all the active adopted instructional materials. Click on the search result to open more info

Search:

Image	Course # ↑↓	Course ↑↓	Title ↑↓	Company ↑↓	Author
	5012065	Accelerated Mathematics Plan Grade 4	STEMscopes Florida Math	Accelerate Learning	Dr. Jarrett Reid Whitaker
	5012065	Accelerated Mathematics Plan Grade 4	Florida Reveal Math, Grade 4 Accelerated	McGraw Hill LLC	Linda Gojak, M.Ed.; Annie Fetter, B.A.; Susie Katt, Ed.I Shah, Ph.D.; Nicki Newton, Ed.D.; Cheryl Tobey M.Ed.; Ph.D.; Dinah Zike, M.Ed.; Sharon Griffin, Ph.D.
	5012065	Accelerated Mathematics Plan Grade 4	enVision Florida B.E.S.T. Mathematics Grade 4 Accelerated	Savvas Learning Company LLC	R. Charles, et al

Adoption Year at a Glance



Activity

- At your table, discuss what you notice and wonder about the state-level adoption process. How does it compare to your district level adoptions?
- How does the state-level adoption support the district process?

References and Resources

Instructional Materials Website:

www.fldoe.org/academics/standards/instructional-materials/

Library Media and Instructional Materials Training:

<https://lmt.fcim.org/#/>

CPALMS:

www.CPALMS.org

Florida Instructional Materials Adoption Portal:

www.flimadoption.org



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Instructional and Library Media Materials Certifications, Plans and Reporting

Certifications, Plans and Reporting

What

Annual certifications, plans and reporting by school districts to the Department.

Why

Rules 6A-7.0715 and 6A-7.0714, Florida Administrative Code

When

Due dates between March 31-August 1 each year.



FLIM District Portal

www.districts.flimadoption.org



Instructional Materials - District Certifications & Reporting

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Welcome to the Florida Instructional Materials and Library Media District Certifications and Plans Portal.

Florida statutes require the annual submission of instructional materials and library media certifications and plans at designated times.

This portal serves as the reporting mechanism for the required submission of the following documents:

- Annual Requisition Plan for Instructional Materials (section (s.) 1006.28(3)(b), Florida Statutes (F.S.).
- Certification of Alignment and Adoption of Instructional Materials (Form IM-A) (s. 1006.283(1) and (4), F.S.).
- Certification of Implementation of Instructional and Library Media Materials (Form IM-B) (s. 1011.67(2), F.S.).
- Certification of Library Media Training (Form IM-C) (ss. 1006.28(2)(d) and 1006.29(6), F.S.).
- Library and Instructional Materials Objection Report (Form IM-D) (s. 1006.28(e)3., F.S.).

Rule 6A-7.0715, F.A.C.

Required Submissions and Due Dates

IM-A

- Certification of Alignment and Adoption of Instructional Materials
- Due by March 31

IM-B

- Certification of Implementation of Instructional and Library Media Materials
- Due by August 1

IM-C

- Certification of Library Media Training
- Due by July 1

IM-E

- Certification of Estimated Instructional Materials Spending
- Due by July 1

Annual Requisition Plan

- Section 1006.28(3)(b), Florida Statutes:
 - *Each district school superintendent shall notify the department by April 1 of each year the state-adopted instructional materials that will be requisitioned for use in his or her school district. The notification shall include a district school board plan for instructional materials use to assist in determining if adequate instructional materials have been requisitioned.*
- The Annual Requisition Plan is to be filled out and submitted within the district portal.
- Due annually by April 1.

Certificate of Alignment (Form IM-A)

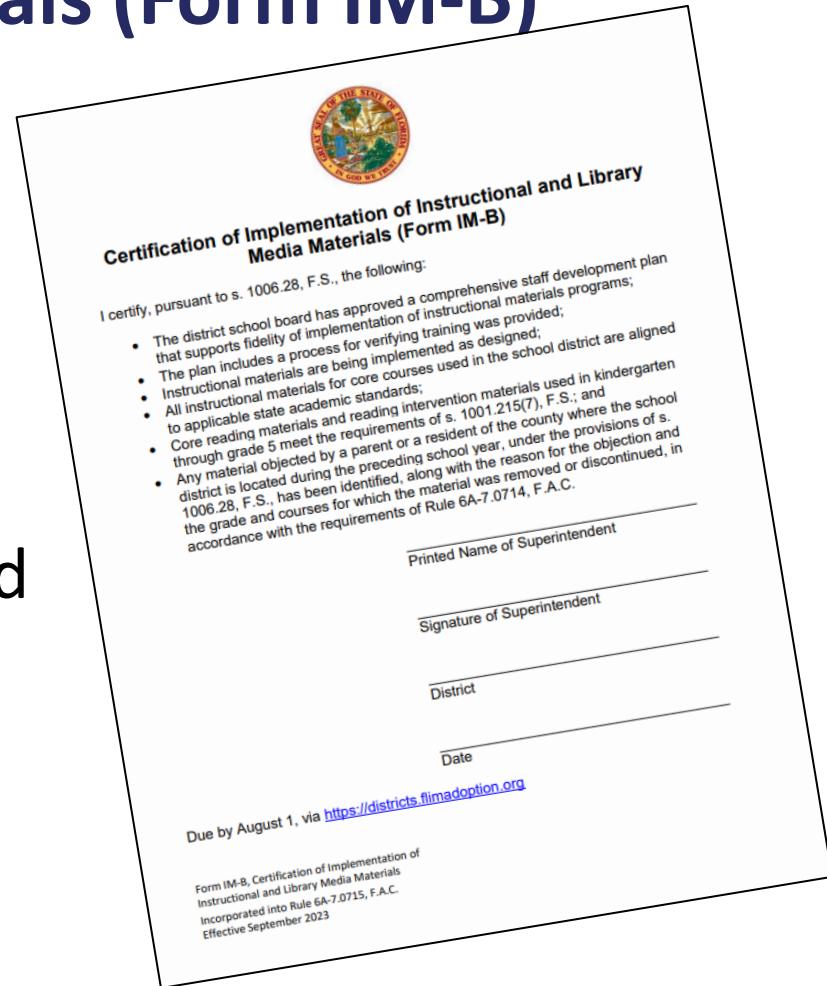
- Rule 6A-7.0715, F.A.C.:
 - Where a school district implements its own instructional materials program under s. 1006.283(1) and (4), F.S.
- The form can be downloaded in the district FLIM portal.
- Due annually by March 31.




The image shows a tilted view of the 'Certificate of Alignment and Adoption of Instructional Materials (Form IM-A)'. At the top left is the Florida Department of Education seal. The title is 'Certificate of Alignment and Adoption of Instructional Materials (Form IM-A)'. Below the title, it states: 'Where a school district implements its own instructional materials program under the provisions of section (s.) 1006.283, Florida Statutes (F.S.): I certify, the following:'. There are two bullet points: 'Instructional materials used by the school district in core courses are aligned with state academic standards, as set forth in s. 1003.41, F.S., and Rule 6A-1.09401, Florida Administrative Code; and' and 'The school district's process for the review, selection and adoption of instructional materials complies with hearing requirements established by a district school board and the public meeting requirements set forth in s. 1006.283(2)(b)8., F.S.'. Below the text are four horizontal lines for 'Printed Name of Superintendent', 'Signature of Superintendent', 'District', and 'Date'. At the bottom, it says 'Due by March 31, via <https://districts.flimadoption.org>' and 'Form IM-A, Certificate of Alignment and Adoption of Instructional Materials Incorporated in Rule 6A-7.0715, F.A.C. Effective February 2023'.

Certification of Implementation of Instructional and Library Media Materials (Form IM-B)

- House Bill 5101 in the 2023 legislative session amended s. 1006.28(3)(c), F.S.
 - This form was updated in August 2023.
- The form can be downloaded in the district FLIM portal.
- Due annually by August 1.




Certification of Implementation of Instructional and Library Media Materials (Form IM-B)

I certify, pursuant to s. 1006.28, F.S., the following:

- The district school board has approved a comprehensive staff development plan that supports fidelity of implementation of instructional materials programs;
- The plan includes a process for verifying training as provided;
- Instructional materials are being implemented as designed;
- All instructional materials for core courses used in the school district are aligned to applicable state academic standards;
- Core reading materials and reading intervention materials used in kindergarten through grade 5 meet the requirements of s. 1001.215(7), F.S.; and
- Any material objected by a parent or a resident of the county where the school district is located during the preceding school year, under the provisions of s. 1006.28, F.S., has been identified, along with the reason for the objection and the grade and courses for which the material was removed or discontinued, in accordance with the requirements of Rule 6A-7.0714, F.A.C.

Printed Name of Superintendent

Signature of Superintendent

District

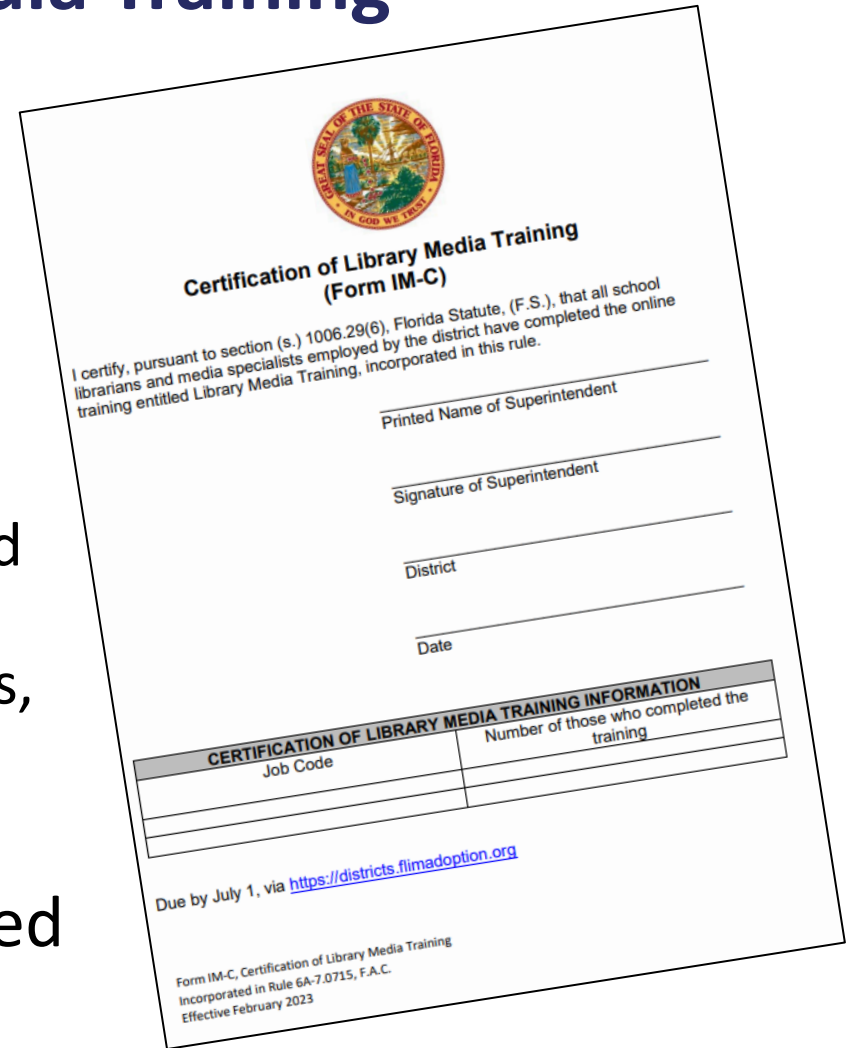
Date

Due by August 1, via <https://districts.flimadoption.org>

Form IM-B, Certification of Implementation of Instructional and Library Media Materials
Incorporated into Rule 6A-7.0715, F.A.C.
Effective September 2023

Certification of Library Media Training (Form IM-C)

- Section 1006.29(6), F.S.:
 - Each superintendent must certify that school librarians and media specialists who are employed by the school district and who are involved in the selection of library media materials for students, have completed the Library Media Training.
- The form can be downloaded in the district FLIM portal.
- Due annually by July 1.



**Certification of Library Media Training
(Form IM-C)**

I certify, pursuant to section (s.) 1006.29(6), Florida Statute, (F.S.), that all school librarians and media specialists employed by the district have completed the online training entitled Library Media Training, incorporated in this rule.

Printed Name of Superintendent _____

Signature of Superintendent _____

District _____

Date _____

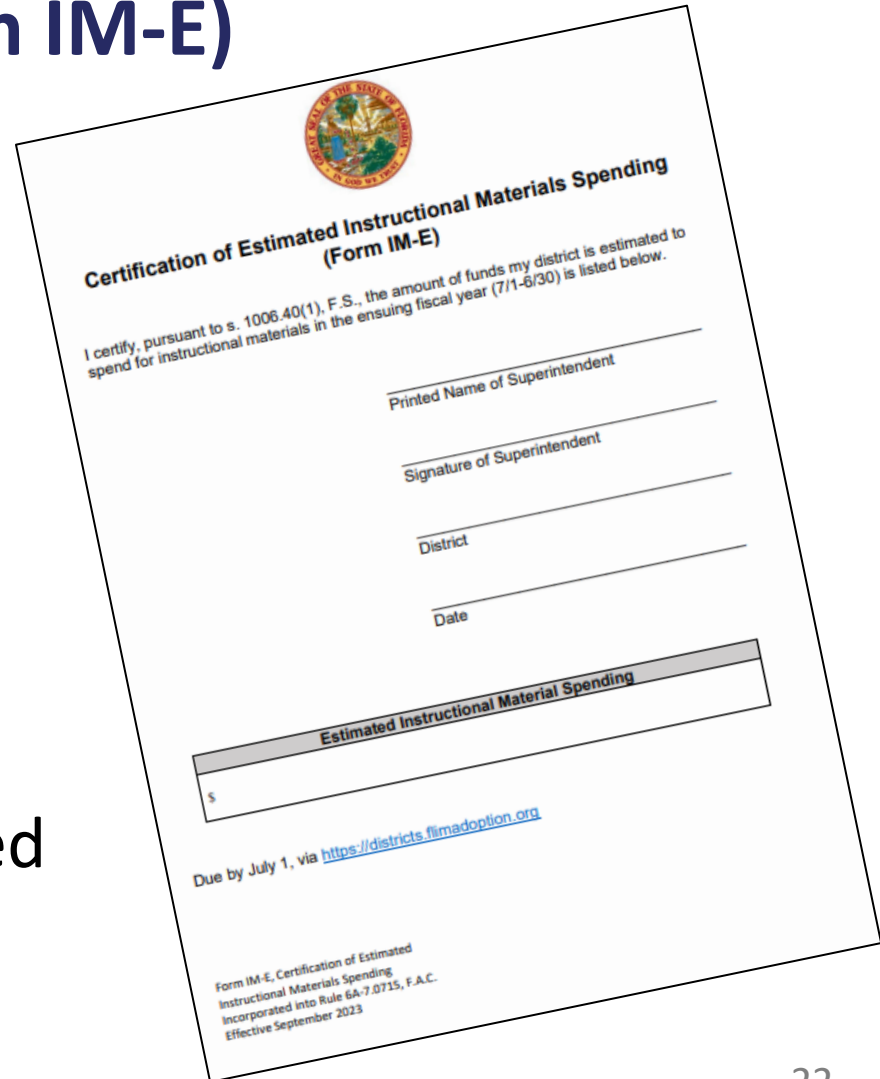
CERTIFICATION OF LIBRARY MEDIA TRAINING INFORMATION	
Job Code	Number of those who completed the training

Due by July 1, via <https://districts.flimadoption.org>

Form IM-C, Certification of Library Media Training
Incorporated in Rule 6A-7.0715, F.A.C.
Effective February 2023

Certification of Estimated Instructional Materials Spending (Form IM-E)

- House Bill 5101 in the 2023 legislative session amended s. 1006.40(1), F.S.
 - Each superintendent shall certify to the Commissioner the estimated allocation of state funds for instructional materials, for the ensuing fiscal year.
- The form can be downloaded in the district FLIM portal.
- Due annually by July 1.



The image shows a tilted view of the 'Certification of Estimated Instructional Materials Spending (Form IM-E)'. At the top left is the Florida Department of Education seal. The title is 'Certification of Estimated Instructional Materials Spending (Form IM-E)'. Below the title is a paragraph: 'I certify, pursuant to s. 1006.40(1), F.S., the amount of funds my district is estimated to spend for instructional materials in the ensuing fiscal year (7/1-6/30) is listed below.' There are four horizontal lines for the Superintendent's name, signature, district, and date. Below these is a box labeled 'Estimated Instructional Material Spending' with a dollar sign (\$) and a blank space for the amount. At the bottom, it says 'Due by July 1, via <https://districts.flmadoption.org>'. The footer contains: 'Form IM-E, Certification of Estimated Instructional Materials Spending Incorporated into Rule 6A-7.0715, F.A.C. Effective September 2023'.

Rule 6A-7.0714, F.A.C.

Required Submission and Due Date

- School districts must report objections using the Library and Instructional Materials Objection Report, Form IM-D.
- The form can be downloaded in the district FLIM portal.
- Due annually by June 30.

Questions? Contact Us!

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- Caroline Palmer, Program Specialist
 - Caroline.Palmer@fldoe.org
- General Questions
 - IMStaff@fldoe.org



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