

## SUBSTITUTION POLICIES AND PROCEDURES

### OFFICE OF INSTRUCTIONAL MATERIALS (OIM) FLORIDA DEPARTMENT OF EDUCATION

In accordance with Florida State Board of Education Rule 6A-7.0710, Florida Administrative Code (F.A.C.), requests for substitutions are allowed under the following criteria found in the Instructional Materials Policies and 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 that 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](mailto: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 that is approved shall be effective on the date the action is taken by the OIM.

**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 OIM, 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 Rule 6A-7.0710, F.A.C., and 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 Rule 6A-7.0710, F.A.C., and the Instructional Materials Policies and Procedures. The Instructional Materials Staff will notify publishers of its decision.

Please direct questions regarding the substitution policy and procedures to OIM at [IMStaff@fldoe.org](mailto:IMStaff@fldoe.org).



## Florida Department of Education Instructional Materials

### SUBSTITUTION REQUEST FORM

**Company Name:** \_\_\_\_\_

**Title of Materials:** \_\_\_\_\_

**Copyright/Edition:** \_\_\_\_\_

In accordance with State Board of Education Rule 6A-7.0710, F.A.C., requests for substitutions are allowed under the following guidelines found in the Instructional Materials Policies and Procedures:

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- 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](mailto: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 OIM office.

**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