District Adoption Timeline[1]

Semester	Phase	Action	Checklist
Fall	**Preparation**	Establish the Process	☐ Define the **parameters** of adoption (e.g. budget, decision-making process, technology needs). ☐ Create a **timeline** and milestones from adoption to launch. ☐ Assemble the **district adoption committee**. It should include 3-9 members including a local community stakeholder, a chairperson who is a principal or curriculum specialist, and teachers of the subject currently considered for adoption.
		Develop the Lens	☐ Establish an **instructional vision** for the content area that explains what teaching and learning for the subject area should look like. ☐ Collect and analyze **district data** (e.g. student achievement, classroom observation, teacher experience).
Spring	**Investigation**	Know the Choices	☐ Identify **available programs** for the grade(s) and content area(s). ☐ Research **existing evaluation(s)** of programs to learn about alignment and other features of quality. ☐ Gather **anecdotal information** about programs from other districts and/or subject-matter experts. ☐ Narrow the selection to **2-4 material sets**.
		Explore the Materials	☐ Review the **completed rubrics** for each state-approved program to determine how each address identified district priorities. ☐ Contact publishers and request **samples and presentations**. ☐ Determine **professional learning** needed for the implementation of each program.
	Adoption	Make a Decision	☐ Compare the **strengths and gaps** for each program. ☐ Analyze stakeholder **feedback**. ☐ Assess the implementation **support needs** for each program. ☐ Use the local committee process to make a **final selection**. ☐ Communicate decisions and **next steps** (e.g. ordering, distribution).
		Implement	☐ Create a **learning plan** that progresses from "getting to know" the materials to use them to teach. ☐ Establish a **feedback system** for responsive professional learning. ☐ Ensure **time and site support** for teachers using the adopted materials.

1. These steps are adopted from EdReports' *Selecting for Quality: 6 Key Adoption Steps*. Additional resources are available from Instruction Partners' *Curriculum Support Guide Workbook* (2018).