

Virginia Literacy Partnerships
Virginia Literacy Act: Supplemental Program Review
Terms of Service

1. I will submit only digital versions for online review; however, I understand that all formats can be made available for purchase.
2. I can submit my instructional materials at any time until noon of any established deadline.
3. I understand that the Virginia Literacy Partnerships office will prioritize review assignments based on the date the submission is ready to assign to a review team.
4. I understand that if I resubmit a program that was previously denied, I must include a summary of the changes to improve the alignment to the criteria resulting in denial.
5. I will disclose web-based accessibility levels.
6. I will disclose the technology requirements needed to operate the program(s) submitted.
7. I will not initiate contact with the members of the review team assigned to my instructional materials/program review.
8. I understand that the Virginia Board of Education makes all final decisions about program inclusion on the *VLA Approved Supplemental Program Guide*.
9. I understand that I may be notified of major changes to rubrics and will be given an opportunity to proceed with state review using the new rubrics.
10. I understand that VDOE may revise its criteria for approval over time as needed. I understand that Providers on the current *VLA Approved Supplemental Program Guide* may be removed from the list if their instructional programs are found to no longer meet the criteria.
11. I understand that I may email vlp-vla@virginia.edu at any time with questions or concerns and that I may request a conference call with state content specialists to discuss the state review findings.
12. I understand that there is an appeal process and that I will have an opportunity to appeal if the program is not included on the *Recommended Supplemental Program Guide*. I understand I must appeal within the time frame designated or lose my opportunity to appeal.
13. I understand that there will not be an opportunity to submit additional materials for the review, and that the review team will only examine the required materials for submission, and nothing additional.

14. I agree that all materials submitted meet requirements of § 22.1-239 of the Code of Virginia that each basal textbook for kindergarten and first grade must have a minimum decodability of 70 percent.

15. I understand that I will be required to fulfill the requirements for publishers under Virginia's Textbook Review Process as indicated in § 22.1-238 et seq. to ensure local school boards may purchase materials aligned with Chapters 549 and 550, 2022 Acts of Assembly, through the Virginia Public Procurement Act exemption provided in § 22.1-241. This will require the completion of several forms including but not limited to the Textbook Publisher's Certification and Agreement and Author(s)/Editor(s) and Content Review Expert Information.

16. I understand that to fulfill the requirements for publishers under Virginia's Textbook Review Process, I will be asked to provide online access to all instructional materials for review. This occurs upon acceptance for first review by the Board when a 30-day public examination period is announced. At this time, the public is invited to review instructional materials that have been shared for review and to provide public comment to the Board either by mail or to an established electronic mailbox.

17. I will provide parents and other members of the public with authorized web access to my student editions.

18. I will provide my company registration number that I obtained from the Virginia Secretary of State or my Federal ID, which allows me to do business in the State of Virginia. I must have copyright privileges to submit materials for review.

19. I am an officer of the firm legally authorized to act on behalf of the provider, can agree to all commitments made here, and properly certify that all data is complete and correct.