## **Appendix A: Kindergarten-Grade 5 Review Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Kindergarten-Grade 5 Review Application** | | | | |
| **Submission ID:** Click or tap here to enter text. | | **Name of Applicant:** Click or tap here to enter text. | | |
| **Approved Product Title and Edition (publication year):** Click or tap here to enter text. | | **Product Title and Edition (publication year) of program applying for:** Click or tap here to enter text. | | |
| **Contact Person for the Review Submission:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | | |
| **Telephone:** Click or tap here to enter text. | | **Mailing Address:** Click or tap here to enter text. | | |
| **Applicant Webpage:** Click or tap here to enter text. | | **Product Webpage(s):** Click or tap here to enter text.  *Provide the webpage that is specifically related to the program materials being requested for approval.* | | |
| **Grade Band Submission:**  K-2 Core Foundational Skills  K-2 Core No Foundational Skills  K-5 Core Comprehensive English Language Arts  Grades K-2 Core Comprehensive English Language Arts  Grades 3-5 Core Comprehensive English Language Arts | | | | |
| **Professional Development in Materials Available**  Yes  No  *If yes, submit* Appendix D: *Professional Development Information (Optional)* | | **Handwriting Instruction in Materials Available**  Yes  No  *If yes, submit Appendix J: Handwriting Instruction Information (Optional)* | | |
| **Reviewer Access to Program Instructional Materials *(select all that apply):***  PDF Copy of Materials  Online Access to Materials   * Link: Click or tap here to enter text.   Login Username: Click or tap here to enter text.  Login Password: Click or tap here to enter text. | | | | |
| **Completion Verification and Acknowledgment**  To be considered for review*,* all required submission components must be completed.  **Check each box and sign below to indicate each required application component noted below has been included and is complete.**  Completed Program Summary (Appendix B)  Completed Program Evidence Worksheet(s) *(*Appendix C)  Reviewer Access to Program Materials  Kindergarten-Grade 2 (if applicable)  Grades 3-5 (if applicable)  Completed Professional Development Information (Appendix D) (Optional)  Completed Handwriting Instruction Information (Appendix E) (Optional)  Signature of Authorized Representative - Confirming all parts above are included | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | **Date:** Click or tap here to enter text. | |
| **Acknowledgment of Ohio’s Textbook Pricing and Accessibility Compliance Policies Under Ohio Revised Code Chapter 3329 and Ohio Administrative Code 3301-51-21:**  All applicants must submit verification of understanding that Ohio public school districts must adopt or purchase printed or electronic textbooks from publishers approved by the Ohio Department of Education and Workforce that have agreed to sell textbooks to school districts in Ohio at a price no more than the lowest list wholesale price available to school districts in any other state. Publishers also must meet accessibility requirements outlined in law.  ***Provide the date, printed name and signature of the authorized representative to verify understanding of Ohio’s Approved Textbook Pricing and Accessibility Compliant Policies.*** | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | | **Date:** Click or tap here to enter text. |
| **Alignment to Ohio’s Literacy Policies:**  **All applicants must submit verification of understanding that all materials on the approved list must align to the following:**   * Ohio’s Learning Standards for English Language Arts (ORC 3301.079). * Ohio’s Rule for Phonics (OAC 3301-33-01). * Science of Reading (ORC 3313.6028(A)(1)). * Ban on Three-Cueing Approach (ORC 3313.6028(C)).   [Ohio’s Rule for Phonics](https://education.ohio.gov/Topics/Learning-in-Ohio/English-Language-Art/Resources-for-English-Language-Arts/Ohios-Rule-for-Phonics-OAC-3301-33-01) identifies the minimum standards for phonics instruction in grades kindergarten through 3. Entities submitting materials for the approved list in these grade bands must verify alignment to the use of systematic phonics instruction in the program’s instructional materials.  Ohio law defines the science of reading as an interdisciplinary body of scientific evidence that:   1. Informs how students learn to read and write proficiently; 2. Explains why some students have difficulty with reading and writing; 3. Indicates that all students benefit from explicit and systematic instruction in phonemic awareness, phonics, vocabulary, fluency, comprehension and writing to become effective readers; and 4. Does not rely on any model of teaching students to read based on meaning, structure and syntax, and visual cues, including a three-cueing approach.   Materials that use a three-cueing approach to teach students to read are not eligible for inclusion on the approved list under Ohio law (ORC 3313.6028(B)). Materials that use the three-cueing approach to teach students to read are not permitted for use in grades prekindergarten to five in school districts, community schools, and STEM schools under Ohio law (ORC 3313.6028(C)). The Department reserves the right to deny or reevaluate approval for inclusion on the approved list if program materials are found to contain, use, align to, or to promote instructional practices aligned with the three-cueing approach to teach students to read.  ***Provide the date, printed name and signature of the authorized representative to verify understanding of Ohio’s Literacy Policy requirements and attest to alignment of materials.*** | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | | **Date:** Click or tap here to enter text. |
| **Acknowledgement that all substantive changes between the approved edition and revised edition have been reported:**  **All applicants must submit verification that all substantive changes between the approved edition of materials and the revised edition submitted for the application have been reported and acknowledged as the only substantive changes made.**  By submitting a response to this Request for Applications, the Applicant certifies the following:   * The Applicant has identified and reported all substantive changes between the approved edition of materials and the revised edition submitted. * The substantive changes identified and reported are true and accurate.   ***Provide the date, printed name and signature of the authorized representative to verify that all substantive changes between the approved and revised edition are identified and reported.*** | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | | **Date:** Click or tap here to enter text. |
| **Certification of Understanding of Requirements:**  By submitting a response to this Request for Applications, the Applicant certifies the following:   * The Applicant has reviewed the contents of this Request for Applications and agrees to abide by all requirements stated therein. * The information detailed in the application submitted in response to the Request for Applications is true and accurate. * Applicants acknowledge that a response to this Request for Applications must be timely submitted and comply with all requirements stated in the Request for Applications to be eligible for consideration. * Applicants acknowledge that a quality review of their submission is not guaranteed if the technical review indicates lack of adherence to submission requirements.   The undersigned hereby certifies that I am an individual authorized to act on behalf of the entity in submitting this application and verifications, acknowledgments, and attestations, as applicable. I certify that all the information provided herein is found to have been deliberately misrepresented, that may constitute grounds for denying the applicant’s request for approval to be placed on the list or for removal from that same list.  ***Provide the date, printed name and signature of the authorized representative to verify understanding of the submission criteria for Phase 2: Quality Review.*** | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | | **Date:** Click or tap here to enter text. |
| **Electronic Submission:**  **Verification that all application documents and program materials must be submitted electronically.**  Only electronic versions of the completed application and program materials will be accepted. The electronic submission must be submitted in PDF form. Any program materials submitted for review must be either available for reviewers to access via online login or submitted as a PDF. Hard copies of materials cannot be accepted and will not, under any circumstances, be reviewed.  ***Provide the date, printed name and signature of the authorized representative to verify understanding of the electronic submission requirements.*** | | | | |
| **Printed Name:** Click or tap here to enter text. | **Signature of Authorized Representative:** | | | **Date:** Click or tap here to enter text. |