

2017-2018 ADOPTION CALENDAR FOR PUBLISHERS

Disclaimer: This calendar is only a quick reference for dates and is subject to change.

For complete and total information, please refer to each section of the Textbook Adoption Handbook.

DATE	ACTIVITY/DEADLINE
August 4, 2017 August 11, 2017	Advertisement for the Call for Bids appears in the local newspapers. Information will be e-mailed to publishers with current contracts and to other publishers that so request.
August 21, 2017	Publisher's Orientation session will be held at 10:00 a.m. in the Conference Room of the School Book Supply Company of Mississippi, 4365 Michael Avalon Drive, Jackson, MS 39209. At least one employee, agent or representative from each publisher/vendor that will be working the state adoption is invited to attend.
September 5, 2017	Deadline for questions and/or correspondence related to the call for bids.
September 8, 2017	Intent to Submit a Bid form is due in the Textbook Office from publishers/vendors no later than 5:00 p.m. Central Time.
September 15, 2017	Textbook bid package must be submitted by 5:00 p.m. Central Time to the Textbook Office and shall include: <ul style="list-style-type: none"> • three (3) copies of all worksheets contained in the Excel workbook file which includes the Textbook Bid Submission Cover Sheet with signature and date, Textbook Bid Form, and Statement of Free Materials Form for each bid item • two (2) CD's containing completed Excel workbook file
September 18, 2017 – November 15, 2017	Only the pupil edition and the teacher edition may be shipped to local schools. It is understood that school districts will not have to return the complimentary copies.
September 22, 2017	<p>One official examination copy is due to the Textbook Office, 500 Greymont Street, Suite G , Jackson, MS 39202 by 5:00 p.m. Central Time.</p> <p>Nine official examination copies of all textbooks to be submitted for consideration for adoption are due at School Book Supply Company, 4365 Michael Avalon Drive, Jackson, MS 39209-2633 or at each publisher's Mississippi depository by 5:00 p.m. Central Time.</p> <p>All examinations copies shall include the following:</p> <ul style="list-style-type: none"> • A pupil edition • A teacher edition

DATE	ACTIVITY/DEADLINE
	<ul style="list-style-type: none"> • State framework correlations • Mississippi College and Career–Readiness Standards correlations • Features and benefits page of each book/series • Free with Order Brochures • Packing slip lists • Special equipment or hardware needed to review products. (If applicable) <p>Fourteen (14) sample copies of textbooks for display in the university libraries of all textbooks to be submitted for consideration for adoption are due at School Book Supply Company, 4365 Michael Avalon Drive, Jackson, MS 39209-2633.</p> <p>DO NOT SUBMIT ANCILLARY MATERIALS. If the finished textbook is not available, publishers may submit a galley or manuscript provided the completed student textbook in its final form is filed by 5:00 p.m. Central Time on December 4, 2017.</p>
September 28-29, 2017	<p>State Rating Committee Members Orientation session is conducted at a place to be announced in Jackson, MS.</p> <p>No contact period begins between the publishers/vendors and State Textbook Rating Committee members except for the authorized date for presentations.</p> <p>Listing of the names of the State Rating Committee members is released to the public.</p>
September 28-29, 2017	<p>Textbook presentations are conducted by publishers/vendors to the State Rating Committee members at a place to be announced in Jackson, Mississippi.</p>
September 28, 2017 – November 17, 2017	<p>State Textbook Rating Committee members will individually review the textbooks submitted for consideration for adoption.</p>
October 2-3, 2017	<p>Examination copies for the State Rating Committee are shipped from School Book Supply Company or each publisher's Mississippi depository to the individual members.</p>
November 3, 2017	<p>Publishers/vendors are required to provide a letter ensuring that the company can secure a textbook bond with the Mississippi Insurance Department.</p>

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November 17, 2017	State Rating Committee member ballots are due in the Textbook Office.
December 4, 2017	<p>For publishing companies that submitted a galley or manuscript of a textbook, a bound official sample of the final copy of each textbook submitted for adoption SHALL be on file in the Textbook Office, 500 Greymont Avenue, Suite G, Jackson, MS 39202, by 5:00 p.m. Central Time. Failure to comply with this deadline may result in the textbook not being considered for adoption regardless of the rating received.</p> <p>The form designating the intention of the publisher to participate in the local hearings/caravan is due to the Textbook Office, 500 Greymont Street, Suite G, Jackson, MS 39202.</p> <p>One copy of all items that will be given during the local hearings/caravans is due to the Textbook Office, 500 Greymont Street, Suite G, Jackson, MS 39202 by 5:00 p.m. Central Time. Materials not submitted to the Textbook Office on this date cannot be given to local committee members during the caravan.</p>
December 8, 2017	One Form C listing of the local selection committee members for each school district will be distributed to publishers.* (Subject to district participation)
December 22, 2017	Local textbook hearings/caravan information is provided. (Subject to finalization of sites)
January 18, 2018	State Board of Education Meeting
January 19, 2018	Adoption results are released.
February 5, 2018	Textbook hearings/caravan orientation for publishers.
February 6, 2018 – February 16, 2018	Local-selection hearings/caravans are conducted at regional sites throughout Mississippi.
February 6, 2018 – March 16, 2018	During the specified period, no contact is permitted by publishers/vendors with school districts until thirty (35) days after presentations for which local-textbook hearings are made. ONLY individuals serving as local selection committee members may receive the official examination copies.

DATE	ACTIVITY/DEADLINE
<p>March 6, 2018 – March 16, 2018</p>	<p>Listing of selections of textbooks from the adopted list is due from local districts thirty (30) days from date of local hearings/caravan. Selections by the local school districts are updated daily. Publishers/vendors are e-mailed the selection results periodically. The Textbook Office does not provide periodic updates by phone.</p>
<p>May 1, 2018</p>	<p>Publishers must make and execute a good and sufficient bond (executed in triplicate, Mississippi Code Annotated 37-43-25) payable to the State of Mississippi with a surety thereon. If a textbook bond cannot be secured by May 2, 2017, the textbook bid will be voided.</p>
<p>July 2, 2018</p>	<p>Textbooks adopted in January 2018 <u>MUST</u> be available for shipment from each publisher's depository. Publishers/vendors are reminded that textbooks that <u>will not</u> be available on July 2, 2018 SHOULD NOT be bid.</p>