Approved by the State Board of Education on May 8, 2019

# **Instructions for Completing the California Evaluation Criteria Map**

2020 Health Education Adoption Kindergarten through Grade Eight

## Introduction

An evaluation criteria map is completed by the publisher/manufacturer of an instructional materials program to demonstrate the alignment of their materials to the *Criteria for Evaluating Instructional Materials in Health Education, Kindergarten Through Grade Eight*. Submission of a completed evaluation criteria map is required for all publishers participating in the 2020 Health Education Adoption.

Publishers submit one completed evaluation criteria map for each program they are submitting for adoption, no matter how many grade levels are included in each program.

Completed evaluation criteria maps must be submitted by publishers in digital and hard copy format to the California Department of Education (CDE), the Learning Resources Display Centers, and to the reviewers specified by the CDE. The evaluation criteria maps must accompany the samples of instructional materials submitted for review. The CDE will also provide publishers with the mailing addresses of members of the Instructional Quality Commission and State Board of Education who wish to receive materials samples and evaluation criteria maps. Complete instructions for submission will be included in the *Publishers Invitation to Submit* document and on the CDE Web page for the 2020 Health Education Adoption at <https://www.cde.ca.gov/ci/he/im/>. The deadline for receipt of program samples and evaluation criteria maps is **May 8, 2020**.

We ask that publishers follow the directions below carefully in order to ensure a complete and accurate review of their submitted instructional materials. Please be very thorough and careful in completing the evaluation criteria map. The mapping of the criteria requires careful reading of the criteria statements and comprehensive knowledge of how each of the criteria statements applies to the publisher’s instructional program.

If you have any questions related to the evaluation criteria maps, please contact David Almquist, Publisher Liaison, 916-319-0444 or [dalmquis@cde.ca.gov](mailto:dalmquis@cde.ca.gov).

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## Instructions for Completing the Evaluation Criteria Map

1. Fill in the header for the map with the program title, publisher's name and program components.
2. The first column has been completed with the criterion number.
3. The second column has been completed with the full text of the statements from the evaluation criteria, organized into the five criteria categories. This text should not be edited or changed in any way.
4. The third column, “Publisher Citations,” is reserved for publishers to use to identify citations that demonstrate where that criteria statement is covered in their program. In this space, please provide information to help reviewers determine the extent to which each of the applicable criteria statements is covered in the program. Accurate and succinct responses are appreciated. Acronyms and abbreviations used to refer to program components should be consistent with those used on the standards map.

All the criteria statements in Category 1 must be **met in full** for the program to be eligible for adoption. In Categories 2 through 5, the program must **demonstrate strengths** in each of those categories to be eligible for adoption.

Citations may be in the form of a page reference or another statement of the specific place in the program that the evidence for meeting the criteria statement is located. Digital links that connect directly to content in the program are acceptable. Citations should be considered exemplars rather than an exhaustive list, but sufficient evidence should be provided to clearly demonstrate full coverage of all parts of the criteria statement.

The evaluation criteria apply to your entire program and therefore each grade level. In order to demonstrate that your full program meets the evaluation criteria, you should include citations for each grade level or applicable span of grade levels, as appropriate.

1. Leave the final gray-shaded columns blank as they are provided for reviewer notes. Publishers should not enter any information in these columns.

California Department of Education

November 2018