

**Seattle Public Schools**  
**9-12 Science Adoption Timeline: September 2018 – April 2019**

<b>Date</b>	<b>Stakeholder</b>	<b>Task</b>
August 31, 2018	Purchasing Department	Request RFI From Purchasing: Responses due October 19, 2018
September 04, 2018	Adoption Committee	Create Adoption Web Page
September 07, 2018	Communication to Public	Adoption Committee Application posted
September 07, 2018	Communication to Public	Send out Needs Assessment Survey: Ends November 15, 2018
September 10, 2018	Instructional Materials Committee	IMC Meets: Review Draft of Selection Criteria; approve Adoption Timeline, approve Communications Timeline, approve Racial Equity Analysis Tool
September 10, 2018	Communication to Public	Announce Adoption, Publish Timeline: Working with Communications Department to disseminate information
Week of September 16, 2018	Communication to Public	HS Principal LLD Meeting: Solicit input and support for Adoption Process
October 2018	Board / CAI	Friday memo update
October 15, 2018	Communication to Public	Adoption Committee Applications due
October 16, 2018	Adoption Committee	Select Adoption Committee Members
October 16, 2018	Instructional Materials Committee	IMC Approves Full AC Membership
Week of October 15	Adoption Committee	Notify AC Members
October 19, 2018	Purchasing Department	Instructional Materials Arrive
October 27, 2018	Adoption Committee	Adoption Committee Meeting: Initial Meeting; Revise Selection Criteria
November 10, 2018	Adoption Committee	Adoption Committee Meeting: Finalize Selection Criteria
Week of November 11	Instructional Materials Committee	IMC Meets: Final approval of Selection Criteria; Approval of revised timeline
Week of November 11	Communication to Public	Publish Selection Criteria
Nov 30-Dec 1, 2018	Adoption Committee	Adoption Committee Meetings (2): Review Candidates using Selection Criteria
December 15, 2018	Adoption Committee	Adoption Committee Meeting: Review Criteria Results; Narrow Candidates for Public Display; Vet Public Feedback Form
January 7-31, 2019	Adoption Committee	Field Test Begins
January 7-31, 2019	Adoption Committee	Display IM Candidates to Public
January 7-31, 2019	Board / CAI	Possible Site Visits for School Board

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January 30, 2019	Adoption Committee	<i>Possible date for Community Open House</i>
January 2019	Communication to Public	Collect Feedback on Displayed IM
January 2019	Board / CAI	Mid-term update and report to CAI
February 6, 2019	Adoption Committee	Adoption Committee Meeting: Field Test Teacher Panel
February 2019	Board / CAI	Friday memo update
February 4-15, 2019	Adoption Committee	Content Area Specialist Meetings
February 9, 2019	Adoption Committee	<i>Possible date for Community Open House</i>
March 02, 2019	Adoption Committee	Adoption Committee Meeting: Review results of Field Test and Public Feedback, Panel Discussion with Field Test Teachers, Make Final Recommendation with justification to IMC
March 11, 2019	Adoption Committee	Adoption Coordinator prepares BAR
March 2019	Communication to Public	Public Update of Process
March 2019	Board / CAI	Friday memo update
March 14, 2019	Instructional Materials Committee	IMC Meeting: Reviews recommendation; forwards to Superintendent, who forwards to the Board
March 19, 2019	Board / CAI	CAI Meeting
April 17, 2019	Board / CAI	School Board Meeting: Board Intro for Adoption
May 01, 2019	Board / CAI	School Board Meeting: Final Approval
June 2019	Communication to Public	Adoption Formally Announced: Press Release and Website
June 2019	Adoption Committee	Adoption Coordinator creates Implementation Plan