



Marva Johnson, *Chair*  
Andy Tuck, *Vice Chair*  
*Members*  
Ben Gibson  
Tom Grady  
Michael Olenick  
Joe York

**MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Jacob Oliva

**DATE:** March 8, 2019

**SUBJECT:** Certification and Documentation Regarding Instructional Materials

**Contact Information:**

Cathy Seeds

850-245-0903

[Cathy.Seeds@fldoe.org](mailto:Cathy.Seeds@fldoe.org)

**DPS: 2019-30**

Section 1006.28(2)(b), Florida Statutes (F.S.), requires that by April 1 of each year, the district school superintendent shall notify the department of the state-adopted instructional materials that will be requisitioned for use in his or her school district. The notification shall include a district school board plan for instructional materials use to assist in determining if adequate instructional materials have been requisitioned.

Additionally, statutory requirements contained in sections (ss.) 1006.283(1) and 1006.283(4), F.S., call for districts to certify that all instructional materials for core courses used by the district are aligned with applicable state standards and that they have been reviewed, selected and adopted by the district school board in accordance with the school board hearing and public meeting requirements. A list of the core instructional materials that will be used or purchased for use by the school district needs to be included in the certification.

Please complete and return the attached certification document related to the requirements in ss. 1006.283(1) and 1006.283(4), F.S., by April 1, 2019. When returning this certification, the following will also need to be provided:

- A list of the state-adopted instructional materials that will be requisitioned for the school district for 2019-20;  
*Note: If no new materials will be requisitioned, please indicate in place of title information.*
- A district school board plan for instructional materials use; and
- A list of the core instructional materials that will be used or purchased for use in 2018-19.

If you have any questions or need additional information, please contact Cathy Seeds at 850-245-0903.

JO/cs

Attachment

cc: Assistant Superintendents for Instruction  
District Instructional Materials Administrators


JACOB OLIVA  
CHANCELLOR OF PUBLIC SCHOOLS

## 2019 Certification of Alignment and Adoption of Instructional Materials

I certify that in accordance with sections 1006.283(1) and 1006.283(4), Florida Statutes, all instructional materials for core courses used by our district are aligned with applicable state standards. I further certify that all such materials have been reviewed, selected and adopted by the district school board in accordance with the school board hearing and public meeting requirements as specified in section 1006.283(2)(b)8, Florida Statutes.

Robert W. Runcie

Printed Name of Superintendent

*Robert W. Runcie* 

Signature of Superintendent

Broward

District

Date

*3/19/19*

Due by April 1, 2019, via mail, fax or e-mail to:

Mailing Address: Cathy Seeds  
Office of Instructional Materials  
Florida Department of Education  
325 West Gaines Street, Suite 424  
Tallahassee, Florida 32399-0400

Fax Number: 850-245-0826

Email Address: [Cathy.Seeds@fldoe.org](mailto:Cathy.Seeds@fldoe.org)