



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Curricular Materials Frequently Asked Questions

This document addresses changes made to the curricular material reimbursement process in HEA 1001-2023 and provides guidance on the adoption of curricular materials. This document supersedes any previous memorandum sent out regarding curricular material and is the most up-to-date version.

In the past, school corporations and accredited nonpublic schools received reimbursement from the Department under the Curricular Materials Assistance Program for costs incurred by schools in providing (1) curricular materials; (2) workbooks, including workbooks used in special education and gifted and talented classes; (3) consumable curricular material, including consumable curricular material used in special education and gifted and talented classes; (4) consumable instructional materials used in special education and gifted and talented classes; and (5) developmentally appropriate material for instruction in kindergarten through grade 3 laboratories and children's literature programs to students eligible for assistance.

Moving forward, school corporations must provide their students with curricular materials at no cost - they are prohibited from renting curricular materials to students - however, school corporations will receive a curricular materials reimbursement amount (equal to the average annual cost amount per student for curricular materials as outlined in question 3 below) for ALL students, not only those students who are eligible for free or reduced price meals. Accredited non-public schools will continue to receive reimbursement for students eligible for assistance.

While HEA 1001-2023 impacts school corporations' ability to charge parents/guardians for curricular materials, it does not address other fees. Questions regarding school corporations' ability to charge other fees should be directed to the school corporation's legal counsel. For questions regarding dual enrollment, please refer to your locally established agreement with the higher education provider.

CURRICULAR MATERIAL REIMBURSEMENT		
Number	Question	Answer
1	<b>What is the definition of curricular materials?</b>	Per IC 20-18-2-2.7, "curricular materials" means "systematically organized material designed to provide a specific level of instruction in a subject matter category, including: (1) books; (2) hardware that will be consumed, accessed, or used by a single student during a semester or school year; (3) computer software; and (4) digital content."
2	<b>Will school corporations continue to use the same curricular material fund? What happens with existing fund balances?</b>	Yes. School corporations and charter schools will continue to use Fund 0900 Curricular Materials. This eliminates the need to transfer funds. Existing fund balances will remain in the curricular material fund.



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3	<b>How will IDOE allocate the \$160 million line item the General Assembly appropriated for curricular materials?</b>	<p>Consistent with IC 20-40-22-7, each year, IDOE is required to determine an average annual cost amount per student for curricular materials. Per statute, this amount is determined by DIVIDING the total curricular material costs reported by all schools (including eligible non-public schools) by the SUM of the total ADM reported by school corporations PLUS the total number of eligible students for whom reimbursement was requested by accredited non-public schools. Statute requires the average annual cost amount to be identical for all students.</p> <p>If the total curricular material costs reported by all schools exceed \$160,000,000, IDOE will divide the total appropriation by the total number of students eligible for reimbursement.</p> <p><i>If a school corporation spends less than the per student amount, they will still get the entire per student amount.</i></p>
4	<b>Are school corporations required to submit curricular material costs to IDOE each year?</b>	Yes. To be guaranteed some level of reimbursement, schools eligible for curricular material reimbursement must timely and accurately submit the total cost of providing curricular materials each school year.
5	<b>When submitting total curricular material costs to IDOE, do school corporations report the total costs from all funds or only those costs from the curricular material and/or education fund?</b>	School corporations should report the total cost of providing curricular materials, regardless of the fund.
6	<b>The repeal of the unreimbursed levy takes effect July 1, 2023. With that, can school corporations still raise a property tax levy in calendar year (CY) 2024 to cover unreimbursed costs of curricular materials from the 22-23 school year?</b>	No. As required by law, after June 30, 2023, school corporations will no longer have the ability to raise property tax dollars to cover unreimbursed costs of curricular materials; therefore a levy may not be imposed in CY 2024. <i>See IC 20-40-9-7.</i>
7	<b>Can I still charge parents/guardians for textbook rental for curricular materials that were adopted in the past?</b>	<p>No. As described in question 3, school corporations will receive a per student amount each year to apply toward curricular materials cost.</p> <p>Effective July 1, 2023, each school corporation is required to provide at no cost the curricular materials that have been adopted for use in that corporation to each student enrolled in the corporation. The requirement that curricular materials be provided at no cost applies regardless of when the curricular materials were adopted. As such, school corporations may not charge parents/guardians to cover the costs associated with curricular material adopted prior to July 1, 2023 - curricular materials must be provided at no cost.</p>



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8	<b>Can curricular materials used in dual credit and advanced placement (AP) courses be included in the “total” cost of curricular materials reported to IDOE?</b>	<p>Yes. Costs incurred by school corporations to provide curricular materials to students free of charge in dual credit and AP courses should be included in the total cost of curricular materials reported to IDOE.</p> <p>For <i>dual enrollment</i> courses, please refer to your locally established agreement with the higher education provider.</p>
9	<b>Are Chromebooks, laptops, and iPads considered curricular materials?</b>	<p>Yes. These items are considered curricular materials if the school corporation adopted Chromebooks, laptops, or iPads for use as curricular materials in lieu of textbooks. Hardware that will be consumed, accessed, or used by a single student during a semester or school year, computer software, and digital content also falls within the definition of “curricular materials.”</p>
10	<b>If a parent/guardian owes outstanding curricular material rental fees for the 2022-2023 school year, can the school still pursue collection of the outstanding fees?</b>	<p>Yes. A school corporation may take any action authorized by law to collect unpaid curricular material fees assessed prior to July 1, 2023. <i>See</i> IC 20-33-5-11(b).</p>
11	<b>Should school corporations that receive transfer tuition from other school corporations include the cost of providing curricular materials to transferred students in the total cost of curricular materials reported to the Department?</b>	<p>Yes. Transferee school corporations should include the cost of the curricular materials provided to students enrolled in the school corporation, including transferred students, in the total cost of curricular materials reported to the Department.</p>
12	<b>Can a school corporation withhold diplomas or deny participation in extracurricular activities if a student’s curricular material charges from prior school years have not been paid for lost or severely damaged curricular materials?</b>	<p>No. IC 20-33-5-11 prohibits school corporations from:</p> <ul style="list-style-type: none"> <li>(1) withholding curricular materials and supplies;</li> <li>(2) requiring special services from a student; or</li> <li>(3) denying a student any benefit or privilege because the student’s parent has failed to pay a required fee.</li> </ul> <p>Withholding a student’s diploma denies them of the benefits associated with that diploma, and denying participation in extracurriculars would deny the student of a privilege the school corporation affords to others. As such, both are prohibited under IC 20-33-5-11.</p>
13	<b>Can a school corporation charge parents for preschool materials?</b>	<p>Yes. School corporations may charge parents/guardians for preschool programs and materials. Please note preschool materials are not eligible for curricular material reimbursement.</p> <p>For special education preschool students, refer to the student’s IEP.</p>



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14	Are non-public schools allowed to charge parents/guardians for curricular materials?	Yes. Non-public schools may charge parents/guardians tuition and fees, including curricular materials charges. Eligible schools, as defined in IC 20-51-1-4.7, that include textbook costs in the tuition and fees reported on their choice scholarship applications may <i>not</i> file a claim for curricular materials reimbursement for eligible choice scholarship students enrolled in the eligible school. <i>See</i> 512 IAC 4-1-3.2(g).
15	Can workbooks be included in curricular material costs?	Yes. Workbooks fall under the definition of “curricular material.” <i>See</i> IC 20-18-2-2.7.
16	Are schools still required to file a claim for curricular material costs to receive a distribution of funds?	Yes.
17	Can a school corporation receive reimbursement if no curricular material costs are reported in 2023-2024?	Yes. <u>However</u> , if a school corporation or charter school <b>does not</b> report curricular material costs, it <b>decreases</b> the average amount reimbursed <b>to all school corporations or charter schools</b> . The distribution of curricular materials to the school corporation or charter school would be considered an “advancement” of funds.
18	Can an adult learner charter school receive curricular material funds?	No. Adult learner charter schools do not participate in the curricular material distribution process. <i>See</i> IC 20-24-7-14.
19	If the cost of curricular materials exceeds the average per student amount (as determined by law), is there guidance on where to budget the expenses?	If the total curricular materials cost for all grade levels exceeds the total school corporation distribution, the school governing body will determine whether to cover additional curricular material expenses from the Education fund or another allowable fund.
20	Previous guidance has explained the distribution will be sent in one lump sum after October 1. Can you provide additional guidance regarding if this will be reconciled within the calendar year or fiscal year?	School corporations will receive one annual lump sum payment each fiscal year to go toward the cost of providing curricular materials to students at no charge. IDOE anticipates making the annual lump sum payment in December of each year.
21	What data set will be used for the expenses for the fiscal year (FY) 24 allocation?	The FY24 allocation will be based on (1) the total curricular material expenditures school corporations report to IDOE before November 1, 2023; and (2) the total ADM reported by school corporations plus the total number of eligible students for whom reimbursement was requested by accredited non-public schools in FY24.  All schools will receive the same average cost amount per student regardless of the actual costs reported.
22	We send students to a CTE center in a neighboring school corporation that has historically billed us for curricular material costs.	Yes. CTE centers, co-ops, and school corporations may bill each other for the cost of curricular materials provided to students based on their agreements and contracts; however, the cost of curricular materials may not be passed on to students.



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	Are they permitted to bill us for curricular material costs for 2023-2024?	
23	Will curricular material costs for students that are completing an online virtual school be reimbursable?	School corporations will be reimbursed for the costs they incur for providing curricular materials to their students regardless of whether the student is receiving in person or virtual instruction.
24	Can we charge for lost/damaged devices and textbooks? Can we charge for a device insurance/service fee that equals the amount of the insurance policy to cover damage during the course of the adoption, instead of charging for individual repair fees?	<p>Yes. Statute permits school corporations to assess and collect a reasonable fee for lost or significantly damaged curricular materials. <i>See</i> IC 20-26-5-4(a)(12)(B).</p> <p>A school corporation may not require a parent/guardian to pay for device insurance for curricular materials; however, a school corporation may offer parents/guardians the option of purchasing insurance. If a parent/guardian opts to purchase insurance, the school corporation may not charge the parent/guardian a fee for lost or significantly damaged curricular material covered by the insurance.</p>

For additional information regarding curricular material reimbursement, please email [DOEttextbooks@doe.in.gov](mailto:DOEttextbooks@doe.in.gov).

CURRICULAR MATERIAL ADOPTION		
Science of Reading		
Number	Question	Answer
1	Do I have to adopt a curriculum that aligns with the science of reading?	<p>Schools are not required to immediately adopt new curriculum. However, schools MUST consider newly passed legislation for future adoption cycles, and IDOE encourages all schools to support their students with curriculum aligned to the science of reading as soon as possible.</p> <p>IC 20-26-12-24.5 states that, a superintendent, advisory committee, or governing body or the equivalent for a charter school, when adopting future curriculum or supplemental materials for reading 1) shall adopt curriculum or supplemental materials that are aligned with the science of reading and to the student's reading proficiency and 2) may not adopt curriculum or supplemental materials for reading that are based on the three-cueing model. This applies to curricular material adoption for the 2024-2025 school year or after.</p> <p>IDOE will publish an advisory list of science of reading curriculum on the department's website.</p>
2	What are the curricular requirements for public schools where fewer than 70% of	Beginning in the 2024-2025 school year, public schools that have fewer than 70% of their students pass the IREAD-3 exam will be required to use a curriculum that is based on the science of reading and approved by the department.



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	students achieved a valid passing score on IREAD-3?	
3	<b>We just adopted a reading curriculum. How can we know if it is aligned to the science of reading?</b>	<p>In the coming weeks IDOE will provide additional guidance regarding curriculum alignment to the science of reading. Minimally all curriculum should be aligned to IC 20-18-2-17.5 which defines the science of reading as follows:</p> <p>Science of reading means a vast, interdisciplinary body of scientifically based research that:</p> <ol style="list-style-type: none"> <li>Requires the explicit, systematic inclusion of the following (5) essential components: <ol style="list-style-type: none"> <li>Phonemic awareness</li> <li>Phonics</li> <li>Fluency</li> <li>Vocabulary</li> <li>Comprehension and;</li> </ol> </li> <li>Is supported by evidence that informs: <ol style="list-style-type: none"> <li>How proficient reading and writing develop;</li> <li>Why some students have difficulty with reading and writing; and</li> <li>How to effectively assess and teach reading and writing to improve outcomes for all students; and</li> </ol> </li> <li>Has a demonstrated record of success, and when implemented, leads to increased student competency in the areas of: <ol style="list-style-type: none"> <li>Phonemic awareness</li> <li>Phonics</li> <li>Reading fluency</li> <li>Vocabulary development</li> <li>Oral language skills</li> <li>Reading comprehension and</li> <li>Writing and spelling.</li> </ol> </li> </ol>
4.	<b>What are the reporting requirements for reading and writing curriculum?</b>	<p>Not later than July 15, 2023, and not later than July 15th each year after each school corporation and charter school will report on their website the following:</p> <ol style="list-style-type: none"> <li>The name and publisher of the school corporation's or charter school's adopted reading and writing curriculum listed by grade level.</li> <li>Information regarding remedial programs provided by the school corporation or charter school, including the grade levels for which the remedial program is provided.</li> <li>Contact information of a designated administrator who can provide information regarding the reading, writing and remedial programs.</li> </ol>
<b>Science, Technology, Engineering, and Math (STEM)</b>		
Number	Question	Answer
1	<b>Will the STEM curriculum list include curricula for each discrete STEM discipline or for integrated STEM</b>	<p>IC 20-20-5.5-2 states that not later than July 1, 2024, and each July 1 thereafter, the department shall evaluate, approve, and publish a list of high quality curricular materials for use in the following subjects: (1) Science. (2) Technology. (3) Engineering. (4) Math.</p> <p>The specific process and related evaluation criteria are currently under development.</p>



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	instruction?	
2	<b>Our corporation has conducted a local evaluation process and has selected a curriculum for adoption in a STEM area. Can we move forward with the adoption or do we need to wait for the list to be published?</b>	<p>IC 20-20-5.5-2 states that (d) A governing body and superintendent <i>may</i> use the report list approved under subsection (a) in complying with IC 20-26-12-24.</p> <p>IDOE cautions corporations and schools from purchasing or executing new, long-term contracts until the formalized list is provided in early 2024. In particular, the standards streamlining process pursuant to IC 20-31-3-1 should be considered when adopting curricular materials to ensure alignment with Indiana Academic Standards.</p> <p>Additionally IC 20-20-5.5-2 states that the publisher of the curricular material must provide the department a written, exact, and standard statewide price for each curricular material. This may be financially beneficial for those making large curricular purchases in a STEM area.</p>
3	<b>If our recently adopted STEM curriculum does not end up being on IDOE's list, will we need to change our adoption?</b>	<p>No. However, IDOE encourages Indiana schools to leverage this approved list of curriculum and standard statewide price (provided by each publisher) to inform future local adoption, instructional practices, and professional development.</p>

For additional information regarding curricular material adoption, please email [teachingandlearning@doe.in.gov](mailto:teachingandlearning@doe.in.gov).