

Step 3: Select and prepare an inclusive Adoption Committee and Review Team

In Step 3, districts and schools use a checklist to determine which materials to review and select. They then prepare the Adoption Committee and Review Team to review selected materials.

CHECKLIST: PREPARE ADOPTION COMMITTEE AND REVIEWER TRAINING

The checklist below outlines action items to set up materials reviewers for success in evaluating instructional materials with a culturally and linguistically responsive lens. Use it to ensure that the assets and needs of multilingual learners are included in your materials review process.

[SECTION 1: Staffing the Review Team](#)

[SECTION 2: Setting the Purpose for the Review Team](#)

[SECTION 3: Training the Review Team](#)

SECTION 1: Staffing the Review Team

Action Item	✓
Recruit and hire reviewers who understand the specific needs of multilingual learners in your community (e.g., ELD professionals, bilingual staff, and teachers who represent the cultural and linguistic traditions of your students).	
Include diverse and informed reviewers to provide consultation and expertise.	

SECTION 2: Setting the Purpose for the Review Team

Action Item	✓
Make a plan to ensure that the Review Team understands the district’s motivation to be inclusive of multilingual learners in the materials review process.	
Build a shared understanding of how the district serves multilingual learners and how it can improve.	
Prepare a summary of achievement data about multilingual learners and English learners in the district.	
Determine how you will make the case for why the adoption of high-quality instructional materials is important for multilingual learners.	

The Multilingual Learner Curriculum Adoption Toolkit

SECTION 3: Training the Review Team

Action Item	✓
Establish norms, roles, and channels for communication so that reviewers can ask for help and get questions answered by multilingual learner professionals and other content experts during the review process.	
Develop a collective understanding of the materials criteria for multilingual learners that are used in your district’s adoption framework. Provide definitions, illustrations, and examples of the criteria and calibrate on the terminology used in the district criteria so that reviewers know what to look for.	
Provide opportunities to practice reviewing materials with the multilingual learner criteria in your district’s adoption framework. Ensure that the Review Team is comfortable with the criteria they will be using to evaluate materials and learn to look for evidence of multilingual learner support in the materials.	
Ensure that time, budget, training, and other resources allow for intentional review of materials and communication between reviewers, the adoption committee, and the school board.	