TIMS - Intent to Adopt

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Step by Step Guide

01 From TIMS main menu, select **Lists** under the Order section.

Inventory
Order
Catalog
Lists
Quotes
Orders
Subscriptions
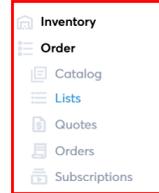
02 Select **Intent to Adopt List**. Due Date is listed in the Status column. If Due Date is past, the Status will display Overdue.
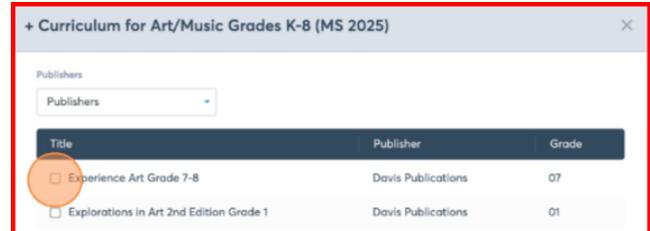
Lists
ID	Name	Status
1	2025 Intent To Adopt	Overdue

03 For each Subject/Grade Band, select **+ Add Curriculum** to browse state approved HQIM.

2025 Intent to Order   Submit
Art/Music Grades K-8 (MS 2025)   + Add Curriculum
| Curriculum | Publisher | Grade | Intend To Order in 2025 |

04 Select **Curriculum Program(s)** your district **intent to adopt**. Filters options are available by Publisher. Select **Add.**

+ Curriculum for Art/Music Grades K-8 (MS 2025)   ×

Publishers
Publishers ▼

Title	Publisher	Grade
☐ Experience Art Grade 7-8	Davis Publications	07
☐ Explorations in Art 2nd Edition Grade 1	Davis Publications	01

05 If purchasing the adopted curriculum, select **Intend to Order.**
Selecting Curriculum as Intend to Order is *critical* as it allows the depository to **reserve your stock** to ensure your district receives the textbooks before the school year begins.

Art/Music Grades K-8 (MS 2025)   + Add C
Curriculum	Publisher	Grade	Intend To Order in 2025
Experience Art Grade 7-8	Davis Publications	07	☐

06 When finished with selecting district's Adopted Curriculum, select **Submit**. Intent to Adopt form is not considered complete until it has been Submitted.

2025 Intent to Order   Submit

Note: If curriculum program you intend to purchase is not listed, email ms.orders@classgather.com with the following details: Title, ISBN, and Publisher.