

<b>DATE:</b>	<b>March 5, 2020</b>
<b>SUBJECT:</b>	<b>Instructional Materials Ordering for the 2020–21 School Year</b>
<b>CATEGORY:</b>	<b>Instructional Materials</b>
<b>NEXT STEPS:</b>	<ul style="list-style-type: none"> <li>• <b>Share with appropriate budget staff and instructional materials coordinators</b></li> <li>• <b>Complete Allotment and TEKS Certification</b></li> </ul>

### **EMAT Dates**

The educational materials ordering system known as EMAT will close at noon (12:00 p.m.) CDT on April 1, 2020. School districts and open-enrollment charter schools should place orders for instructional materials needed for the 2019–20 school year before April 1, 2020. EMAT will reopen for ordering materials for the 2020–21 school year on May 4, 2020.

### **Allotment and TEKS Certification**

School districts and charter schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS). Districts and charters will be unable to order 2020–21 instructional materials through EMAT until the certification has been received by the Texas Education Agency (TEA).

The required *Allotment and TEKS Certification* is available in EMAT. Instructions to access and process the form are available on the EMAT announcement page.

The certification form must be presented to the local education agency’s board of trustees or governing body. The superintendent, board president, and board secretary are required to sign the form before it is submitted to TEA. The signed certification form can be scanned and attached to an [Instructional Materials Help Desk](#) ticket.

### **Accessible Instructional Materials**

Districts can order adopted accessible instructional materials for students with print disabilities through EMAT at any time after it opens in May. Braille, large-print, and audio instructional materials remain the property of the state and are not paid for through a district’s allotment.

Districts that choose to purchase non-adopted instructional materials should remember that, should braille, large-print, or audio versions be required by a student’s individualized education or 504 plan, the district is required to provide those using allotment or local funds.

### **Proclamation 2021 State Review Panel**

TEA needs volunteers and nominees to review prekindergarten systems materials in English and Spanish to determine the extent to which the materials address the Texas Prekindergarten Guidelines.

Please consider applying—or nominating qualified individuals—for this important work. Teachers, administrators, parents, business community members, and others

with appropriate content knowledge are encouraged to apply. Candidates must be available during the weeks of June 15 and 22, 2020, be proficient in Microsoft Excel, and be able to read on a computer screen for an extended period of time.

Nomination/volunteer forms are available on the [TEA website](#). When asked for your committee selection, choose *Proclamation 2021 State Review Panel*.

If you have any questions, please contact the Instructional Materials Division by submitting an [Instructional Materials Help Desk](#) ticket or emailing [instructional.materials@tea.texas.gov](mailto:instructional.materials@tea.texas.gov).