

Proclamation 2021 Publisher Handbook

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Review and Adoption Process Overview

There is a specific process that publishers or providers of instructional content must follow to participate in the Texas State Board of Education's (SBOE) instructional materials adoption.

The SBOE organizes and follows an adoption cycle for subjects in the foundation curriculum and the enrichment curriculum (Texas Education Code [TEC], §[31.022](#)). The cycle is periodically adjusted based on the revision schedule for the Texas Essential Knowledge and Skills (TEKS), English Language Proficiency Standards (ELPS), and Texas Prekindergarten Guidelines (TPG).

The SBOE issues a proclamation calling for instructional materials in specific subjects and courses. Within the proclamation you will find an adoption timeline, list of deliverables and requirements, enrollment information, links to the standards, and a glossary of terms.

Proclamations are named for the year materials are intended to be implemented in the classroom (TEC, §[31.022\(d\) and \(e\)](#), 19 Texas Administrative Code [TAC] §[66.27](#)).

After each proclamation is issued, publishers that wish to participate must submit a *Company Information Form* and *Statement of Intent to Bid* indicating their interest in submitting materials. Typically, publishers have 18 months to develop new materials that align with the requirements of the proclamation (TAC §[66.27\(f\)](#)).

The TPG are organized into ten domains: social and emotional development, language and communication, emergent literacy reading, emergent literacy writing, mathematics, science, social studies, fine arts, physical development, and technology. You can view the breakouts for each domain on the [Breakout Documents webpage](#).

To be eligible for adoption by the SBOE, prekindergarten systems must cover at least 50 percent of the end-of-year outcomes in each domain in the teacher materials and at least 50 percent of the end-of-year outcomes deemed developmentally appropriate in the student materials. You can find marked-up versions of the breakout documents that identify which end-of-year outcomes have been deemed developmentally appropriate on the [Publisher Portal](#). Materials must be suitable for the subject and grade level, be reviewed by academic experts appointed to the state review panel (SRP), comply with manufacturing standards, be fully accessible to individuals with disabilities, and be free from factual errors, including significant grammatical or punctuation errors that have been determined to impede student learning or that make the product of a quality not acceptable in schools.

After the review, the panels' findings are reported to the commissioner of education (19 TAC §§[66.30](#) and [66.36](#)). Using the findings of the SRP, the commissioner of education produces a preliminary report of materials eligible and ineligible for adoption based on the percentage of TPG covered. The commissioner will issue the Proclamation 2021 *List of Instructional Materials Eligible for Adoption* in October 2020.

To ensure transparency, pre-adoption samples are available for public review and comment at the [Texas Education Agency \(TEA\)](#) and each of the [20 education service centers \(ESCs\)](#). Any resident of Texas may report errors using the [Public-Reported Factual Errors Submission Form](#) and may submit written comments for, against, or about instructional materials under consideration using the [Public Comment](#)

[Submission Form](#). Alleged factual errors and comments received on or before Friday, November 6, 2020, will be posted to the TEA website and provided to the SBOE at the September 2020 meeting. Errors and comments received after that date will be shared with SBOE members.

Additionally, the SBOE holds at least one public hearing to provide citizens the opportunity to provide oral testimony regarding instructional materials being considered for adoption. Representatives of publishing companies may make oral responses to testimony at the hearing.

Using the commissioner of education's reports as a guide, the SBOE approves materials for placement on the adopted list (TEC, §[31.023](#), 19 TAC §§[66.63](#) and [66.66](#)). The SBOE's action is final. All materials on the adopted list must be free from factual errors before being delivered to schools.

Following the SBOE's action, TEA sends contracts to publishers of adopted materials. Contracts signed and returned by the publishers are then signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA, and publishers receive copies of the executed contracts (TEC, §[31.023](#), 19 TAC §[66.72](#)). All deadlines following the SBOE's action are not applicable to publishers with materials not adopted by the SBOE.

Following the adoption, TEA contracts for the development of braille, large-print, and audio versions of adopted instructional materials.

Local school boards and charter schools set their own policies for selecting the most appropriate instructional materials for their students. Districts may select adopted or non-adopted instructional materials. Instructional materials must be adopted locally in an open meeting (19 TAC §[66.104\(a\)](#)).

Upon making their decisions, school districts and charter schools place their orders for adopted materials online with TEA through EMAT, which is a statewide electronic instructional materials management tool used to process all orders and payments for adopted instructional materials. Once the orders are received and verified, the materials are shipped to the districts from the publishers or privately-owned depositories. Districts can also order materials directly from publishers and request a disbursement through EMAT to pay for them.

The summer following adoption, TEA confirms that all identified errors have been corrected in adopted materials. TEA reports any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error.

Publishers can make content updates or substitute a new edition of the adopted material following adoption. Publishers must submit a written request to TEA for approval prior to making any changes (19 TAC §§[66.75](#) and [66.76](#)). Publishers must verify that the update will not result in an additional cost to the state and certify that the new material meets applicable essential knowledge and skills, is free from factual errors, and does not affect the product's coverage of TEC, §[28.002\(h\)](#). Updates that involve content cited on the correlation document and approved by the SRP must be approved by the SBOE. Updates that do not involve content used to demonstrate alignment to the TEKS, ELPS, and/or TPG must be approved by TEA. The written request must be submitted using the *Substitution Request (TEKS or Non-TEKS)* or *Update Request (TEKS or Non-TEKS)*, as applicable.

All correspondence with and documents provided to TEA are considered public information under [Chapter 552](#) of the Texas Government Code, commonly referred to as the Public Information Act.

Additional Information

This handbook includes information regarding deadlines that are applicable to publishers participating in *Proclamation 2021*. Please use the icons in the legend to identify the unit of measurement for each deliverable. For example, if only one form is required from each company, then you will see the publisher icon. If one form is required for each program, regardless of how many formats the content is offered in, then you will see the program icon.

Legend				
Unit	By Publisher	By Program	By Media Format	By Component
Icon				

Company Information Form and Statement of Intent to Bid



Purpose: The *Company Information Form and Statement of Intent to Bid* (SOITB) serves as a publisher's official notification of its intent to submit materials for specific courses.

You must submit a SOITB for each prekindergarten system you intend to submit for consideration (19 TAC §66.28(c)). Do not submit multiple SOITBs unless the content in each system is different. If you intend to provide the same content in multiple media formats (i.e., print and online), only submit one SOITB and select the additional format(s) in the *Additional Media Formats* field.

Do not submit different SOITBs for different pricing options, subscription lengths, or media formats. You will have an opportunity to submit information regarding different pricing and subscription bundles at a later time.

Along with the SOITB, you must also submit a *Company Information Form* providing specific staff phone numbers and email addresses. It is only necessary to provide the company information once, regardless of the number of SOITBs you submit. The company information must include the following:

- Home office address
- Main contact (for deliverables and state review purposes)
- Bids and contracts contact (for official bids and instructional materials contract purposes)
- Accessible materials contact (for NIMAS files)
- Production manager contact
- Sales contact (for new orders and for EMAT access)
- Customer service contact (for existing customers)

You are required to inform us of any changes to your staff contact information.

The SOITB must include detailed specifications regarding estimated TPG coverage percentage and any system requirements included in an instructional materials submission. You will be given the opportunity to update the TPG coverage percentage on the *Complete Description* and again on the correlations. The system requirements can be updated on the *Complete Description* and should be final on the *Official Bid*.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will submit the SOITB and your company information directly into EMAT. If you have an [EMAT](#) username and password, use it to submit the SOITB and *Company Information Form* from your vendor start page. If you do not have an EMAT username and password, use the open link on the [Publisher](#)

[Portal](#) to access EMAT Publisher Bidding. You can watch a demo in the [Proclamation 2021 Publisher Orientation](#) on the [Publisher Portal](#). Only those publishers that submit a *Company Information Form* and SOITB by the deadline will be allowed to participate in the adoption.

Next Steps

- Review related questions in the [Proclamation 2021 Questions and Answers](#).
- Watch and listen to recorded webinars on the [Publisher Portal](#).
- Submit a *Company Information Form* in EMAT by 5:00 p.m. CT on Monday, January 6, 2020.
- Submit a SOITB for each prekindergarten system in EMAT by 5:00 p.m. CT on Monday, January 6, 2020.

Complete Description

Purpose: A *Complete Description* provides information about each component a publisher intends to use for TPG coverage.

You must submit a separate *Complete Description* for each product and media format (19 TAC [§66.28\(d\)\(6\)](#)). Do not submit a separate *Complete Description* for different pricing options or subscription lengths. You will have the opportunity to provide that information in your official bids.

Your *Complete Description* must include a comprehensive list of components that will be used for TPG coverage and must include unique program and component ISBNs, preliminary prices, estimated TPG coverage percentage, and other relevant information as indicated in the instructions. It should specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall product), and whether each component is consumable.

At a minimum, the system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

You will have one more opportunity to update your system requirements in your official bids.

Do not include ancillaries or any other components that will not be provided to the SRP to demonstrate TPG coverage. Only include information about the components that will be used for TPG coverage at the review. The information you provide will be used by TEA staff to plan for the SRP meetings and will be posted to the *Proclamation 2021* webpage for districts.

You will submit the *Complete Description* directly into EMAT Publisher Bidding. If you have an EMAT username and password, use it to submit your complete descriptions from your vendor start page. If you do not have an EMAT username and password, use the open link on the [Publisher Portal](#) to access EMAT Publisher Bidding.

Next Steps

- Review related questions on the [Proclamation 2021 Questions and Answers](#).
- Watch and listen to recorded webinars and instructional video on the [Publisher Portal](#).
- Submit a *Complete Description* in EMAT by 5:00 p.m. CT on Monday, February 3, 2020.

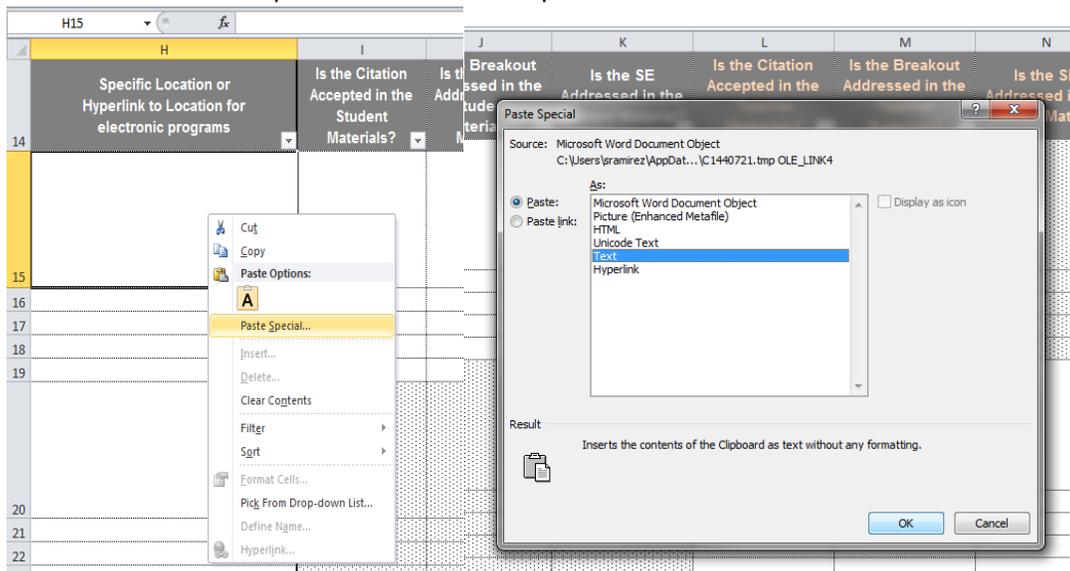
Correlation Document

Purpose: Correlations provide information regarding the specific locations in instructional materials where publishers believe the TPG are covered.

General Information

- You must use the correlation templates that are emailed from TEA. No other format will be accepted.
- You must not convert the file to a Google document or complete it by using formulas or cell references.
- The SRP uses the correlations you supply as their primary reference as they review the instructional materials. It is crucial that you supply carefully chosen, detailed, and accurate correlations. Poorly chosen correlations can result in a product being determined ineligible for adoption.
- You are required to provide correlations for every product. If you submit the same product in different media formats, you can submit one set of correlations for both formats; however, you must provide citations for each format.
- You are strongly encouraged to submit a preliminary correlation document for one product before final versions are due. This provides TEA an opportunity to provide you with feedback regarding the completion of the correlation document. You should complete at least two pages of the correlation document for review.
- You are required to embed the *Correlations to the TPG* in any electronic components in your pre-adoption sample program. This means that you must have links to your correlations within your program that will take the user directly to the specific location of the content cited on the correlation document in your electronic program.
- You must provide links on the correlation document to content cited in electronic components that will direct users to the exact locations of the content you believe sufficiently addresses each TPG.
- You must provide details in your correlations for content cited in print components that will guide reviewers to the exact location where you believe each TPG is covered (e.g., page number, top of the page, second paragraph).
- The best, most closely aligned content should be provided in the correlations.
- The TPG are organized into ten domains: social and emotional development, language and communication, emergent literacy reading, emergent literacy writing, mathematics, science, social studies, fine arts, physical development, and technology. To be eligible for adoption by the SBOE, prekindergarten systems must cover at least 50 percent of the end-of-year outcomes in each domain of the TPG at least twice in the teacher materials and as deemed developmentally appropriate in the student materials.
- A citation can only be accepted if it provides an opportunity for both the teacher to teach or student to learn, practice, or demonstrate the knowledge or skill.
- Anything that is covered in the student materials will count toward the student and teacher TPG percentages since the teacher uses both student and teacher materials to plan and deliver instruction.

- Content in a caption or sidebar cannot be used to satisfy the requirements for coverage of the TPG.
- Content in a table of contents, appendices (including glossaries) or front- or end-matter cannot be used to satisfy the requirement of the TPG coverage.
- Each correlation template has a worksheet (or tab) for each of the different skill domains required in prekindergarten systems and will include which end-of-year outcomes must be covered in materials intended for students.
- You must provide a final TPG coverage percentage on the correlation document. This information will be used during the SRP meetings. It is crucial that you carefully consider the TPG coverage percentage and specific citations you provide. Only those products that are determined to meet at least 75 percent of each domain of the TPG coverage percentage you indicate will be eligible for new content or new citations at the review (19 TAC §66.41).
- Pasting from MS Word into the MS Excel template can cause the Excel cells to lock. Avoid this by using Excel's *Paste Special* feature. After copying the information from MS Word, select the *Edit* menu and then *Paste Special* in the Excel template and choose *As Text*.



Next Steps

- Watch and listen to the instructional video on the [Publisher Portal](#).
- Review related questions on the *Proclamation 2021 Questions and Answers*.
- Find Excel correlation templates in your email from TEA staff.
- Email one preliminary correlation with at least two completed pages to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, February 24, 2020.
- Email final correlations to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 6, 2020.
- Email completed electronic final correlations to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 6, 2020. A list of the ESCs and contact information is available on the [Publisher Portal](#). If TEA discovers additional edits are needed to your final correlations, it is your responsibility to make the corrections in a timely manner and ensure that each ESC receives an updated version.

Pre-Adoption Sample Instructional Materials

Purpose: Pre-adoption samples provide the opportunity for the public, SBOE members, educators, and other interested parties to preview your materials. They may review materials for errors, quality, ease of use, applicability to the classroom, etc.

You must submit one complete pre-adoption sample of all instructional materials to

- TEA,
- ESCs, and
- SRPs.

Upon request, you must submit one complete pre-adoption sample of all instructional materials to SBOE members.

Sample materials provided to TEA, ESCs, the SRP, and at the request of SBOE members must be complete versions and must match the format of the product being provided to schools upon ordering.

Samples must also be provided to school districts upon request. Samples provided to districts may be representative versions of the material. You can read further information in the District Samples section below.

Please review the specific features required for pre-adoption samples below.

- Is accessible to individuals with disabilities (PDFs only)
- Is complete and fully functional*
- Contains a draft watermark (optional)
- Has embedded correlation document (electronic products only)
- Is in the format of final product*
- Allows multiple simultaneous users (electronic products only)
- Is a static (unchanged) version
- Includes a word search (electronic products only)
- Does not include advertisements or promotional information

*Samples provided to districts may be representative versions.

The original pre-adoption samples must remain available and unchanged until final post-adoption samples are submitted in May 2021. Any changes you wish to make to the pre-adoption sample must be carefully documented on a form provided by TEA. If you wish to provide an additional sample for public review that reflects changes, you may do so.

TEA Samples

For electronic products, you must supply TEA with all information, including locator information and password, required to access the pre-adoption samples. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the Adobe Acrobat program. You can find instructions for performing the accessibility check on the [Adobe](#) website.

For print products, you must clearly mark samples *Sample Copy—Not for Classroom Use*. You must mail print samples to Texas Education Agency, Attention: Instructional Materials Division, 1701 N. Congress Ave., Austin, Texas 78701.

To facilitate the public review, TEA will make samples available to view in person. The original version of the pre-adoption sample must remain unchanged throughout the entire process.

ESC Samples

For electronic programs, you must supply each of the twenty ESCs with all information, including locator information and password, required to access the pre-adoption sample. You can provide a CD/DVD, PDF, or online access information. If your sample is a PDF, the PDF must be accessible. Accessibility can be tested within the Adobe Acrobat program. You can find instructions for performing the accessibility check on the [Adobe](#) website. Samples provided to each of the twenty ESCs must be in their final format.

You can find contact information for each of the twenty ESCs on the [Publisher Portal](#). You will be notified if an ESC does not receive your material.

State Review Panel Samples

You must supply samples that match the format of the product to be provided to schools upon ordering.

TEA will provide shipping instructions if you wish to mail print samples to the location of the SRP meeting no earlier than one week before the meeting. TEA is not responsible for any samples mailed to the location of the SRP meeting and does not guarantee the return of print samples.

You must clearly mark print samples *Sample Copy—Not for Classroom Use*.

You can find more information about SRP samples on pages 19–21.

SBOE Samples

You must provide samples to any SBOE member who requests them. TEA will contact you directly and provide shipping instructions if an SBOE member requests a sample material.

District Samples

Districts may contact you directly to request a sample of your material. Samples must be provided at no cost. If you need the samples returned, you are required to notify the district in advance and provide a shipping label and date samples should be returned. You can provide an electronic sample or a print sample copy at the request of a district (TAC §[66.28\(d\)\(7\)](#)). You are not required to provide complete kits and may provide images or descriptive information of components as you deem appropriate. Samples provided to districts do not have to be complete or fully functional and may be in a representative format.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Review page 21 of the Deliverables and Requirements for Publishers section of *Proclamation 2021*.
- Email login credentials and a link to any electronic components included in your program to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 6, 2020.

- Mail print samples to TEA, Attention: Instructional Materials Division, 1701 N. Congress Ave, Austin, Texas 78701 by 5:00 p.m. CT on Monday, April 6, 2020.
- Email login credentials and a link to any electronic components included in your program to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 6, 2020. Contact information for each of the twenty ESCs can be found on the [Publisher Portal](#).
- Mail print samples to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 6, 2020. Addresses for each of the twenty ESCs can be found on the [Publisher Portal](#).
- Send complete samples to SBOE, if requested.
- Send demonstrative or representative samples to districts, if requested.

Affidavit of Authorship or Contribution

Purpose: *Affidavit of Authorship or Contribution* identifies the specific contributions of each individual listed as an author or contributor in the materials submitted for adoption. It also ensures compliance with 19 TAC §[66.28\(h\)\(1\)](#), which prohibits publishers from submitting materials for review that have been authored or contributed to by a current employee of TEA.

You are required to submit a signed *Affidavit of Authorship or Contribution* for each program. The electronically signed form certifies that each individual whose name is listed as an author or contributor of content contributed to the development of the materials. In the affidavit, you must also state in general terms each individual's involvement.

You must submit an affidavit even if you have removed author's names from your program.

Next Steps

- Review page 15 of the Deliverables and Requirements for Publishers section of *Proclamation 2021*.
- Find the *Affidavit of Authorship or Contribution* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Affidavit of Authorship or Contribution* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 6, 2020.

Errors and Corrections

Purpose: By meeting these requirements, publishers ensure all students receive materials that are accurate and do not contain any errors that would impede student learning.

Certification of Editorial Review

You are obligated, as a condition of adoption by the State Board of Education, to ensure that instructional materials are free from factual errors.

You must submit the *Certification of Editorial Review* by Monday, April 6, 2020, affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation (19 TAC §[66.28\(m\)](#)). You must submit one form for each identical content program.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Find the *Certification of Editorial Review* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Certification of Editorial Review* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 6, 2020.

List of Corrections and Editorial Changes

The list of publisher corrections will be combined with the list of errors identified by the SRP to create the report of required corrections provided to the SBOE at the September 2020 meeting. A list of editorial changes, including those identified by the publisher, made in response to SRP feedback and public comment, will also be provided to the SBOE at the September 2020 meeting.

Pre-SRP

The *List of Corrections and Editorial Changes* Excel form will be provided to you via email by TEA. You must use this form to record any changes that you make or intend to make to the content between the time you submit the pre-adoption sample and the time the materials are adopted, including error corrections and editorial changes. If you believe that no corrections or editorial changes are necessary, you must still complete the form and indicate that no corrections or editorial changes are necessary.

You must submit the Excel list by Monday, August 17, 2020 (19 TAC §[66.28\(l\)](#)).

Post-SRP

After the review, TEA will provide you with a separate list of comments and errors submitted by the review panel(s). You are required to respond to errors identified by the SRP by providing acceptable corrections or justifications for not doing so. You are not required to respond to the comments, but if you do, those responses will be posted to the TEA website and provided to the SBOE.

You must use this form to record any new content reviewed and approved by the SRP.

Reminder: Your original pre-adoption sample must remain unchanged.

TEA will send any alleged factual errors and comments submitted by the public to you. You are not required to respond to public comments; however, you are required to respond to any alleged factual errors.

If you wish to make content changes based on public comment and/or alleged factual errors from the public, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes.

You must submit the Excel list by Monday, August 17, 2020 (19 TAC §[66.28\(l\)](#)).

During and Before the SBOE Meeting

If you wish to make content changes based on public testimony received during the SBOE meeting, you must submit a separate *List of Corrections and Editorial Changes* documenting your changes.

Both the pre- and post-SRP list of corrections and editorial changes will be combined to create the *Report of Required Corrections and Approved New Content*. All changes will be posted to the agency website (19 TAC §[66.43\(b\)](#)).

Again, your original pre-adoption sample must remain unchanged.

The public has until Friday, November 6, 2020, to submit alleged factual errors and comments (19 TAC §[66.42\(a\)](#)). TEA will send you any alleged factual errors and comments for your response along with another *List of Corrections and Editorial Changes*. You are not required to respond to public comments; however, you are required to respond to alleged factual errors.

You must submit the Excel list by Tuesday, November 10, 2020.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Find the Excel *List of Corrections and Editorial Changes* templates in your email from TEA staff.
- Email the Excel *List of Corrections and Editorial Changes* with your identified errors and changes for each identical content program to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, August 17, 2020.
- Find the Excel *List of Corrections and Editorial Changes* containing SRP errors and feedback in your email from TEA staff.
- Email the Excel *List of Corrections and Editorial Changes* with your responses to SRP-identified errors and feedback to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, August 17, 2020.
- Email the Excel *List of Corrections and Editorial Changes* containing additional error corrections you've identified, any content changes made in response to public comment, any content changes made in response to public-identified alleged errors, and/or public testimony for each identical content program to review.adoption@tea.texas.gov by 5:00 p.m. CT on Tuesday, November 10, 2020.

Certification of Intent to Correct

You must affirm that you intend to make all required corrections of factual errors and add approved new content to the final adopted material. You must submit one form for each program.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Find the *Certification of Intent to Correct* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Certification of Intent to Correct* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, October 19, 2020.

Affidavit of Corrections and New Content

You must verify that all corrections of factual errors have been made and confirm that all approved new content has been added to the final adopted instructional materials prior to sending to schools (19 TAC §66.28(h)(1)). This is a condition of adoption by the SBOE. You must submit one form for each program listed on the *Report of Required Corrections and Approved New Content*.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Review the *Report of Required Corrections and Approved New Content* on the [Publisher Portal](#).
- Find the *Affidavit of Corrections and New Content* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Affidavit of Corrections and New Content* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 26, 2021.

Confirmation of Corrections

To confirm that all factual errors are corrected, TEA will conduct a review of all newly adopted programs in the summer of 2021. You will be given an opportunity to review the results of the confirmation of corrections. TEA will report any uncorrected errors and any newly discovered errors to the SBOE for action. The SBOE may assess a penalty for each uncorrected factual error.

Report on Interoperability and Ease of Use

Purpose: The *Report on Interoperability and Ease of Use* gathers information from publishers regarding an electronic program's ability to work with different systems and can be used by districts to determine compatibility with existing district technology.

You must submit a *Report on Interoperability and Ease of Use* for each electronic program submitted for adoption. The electronically signed report provides information about your program's interoperability and ease of use to the SBOE and districts.

Next Steps

- Review page 20 of the Deliverables and Requirements for Publishers section of *Proclamation 2021*.
- Find the *Report on Interoperability and Ease of Use* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Report on Interoperability and Ease of Use* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 6, 2020.

State Review Panel Meetings

Purpose: Appointed SRP members review materials under consideration for adoption for TEKS, ELPS, and/or TPG coverage

Expectations

TEA strongly encourages you and members of your editorial staff to attend the SRP meetings. You may be asked to respond to questions about your programs. The representative should be available to attend meetings with TEA staff and provide technical and content support for products. You should send names and contact information of those attending the SRP meetings to TEA staff at least two weeks prior to the meeting.

TEA encourages you to attend the orientation session for SRP members which is typically held on the first day. This is an opportunity to observe the training and information provided to reviewers. You will be asked to leave the meeting room before reviewers receive instruction in the use of the evaluation instrument. TEA staff will host an orientation meeting specifically for publishers to provide you with additional information and answer any questions you may have.

You are not allowed in the TEA office or the SRP meeting room without permission and must be accompanied by TEA staff. You are allowed to attend daily announcements in the SRP meeting room. TEA staff will let you know when announcements will begin each day. You will be asked to leave the room promptly following announcements. Please do not linger in or around the meeting room.

You are not allowed to partake in any food or beverage items specifically provided for the SRP members.

You are responsible for all expenses incurred by your participation in the review and adoption process.

The SRP meeting is typically held at a hotel in Austin, Texas. If you wish to stay at the meeting location, you must contact the hotel directly to make reservations.

You must register with TEA staff and display your name badge at all times whenever you are in the hotel during the review meeting. You can register at the *Proclamation 2021* registration table outside the meeting room.

To help the review meeting go smoothly, you should communicate regularly with your liaison and respond promptly to all questions.

Sampling Requirements

Samples provided to SRPs must include all content intended to be in the final product, not just the content used to cover TPG. Electronic instructional materials, including online programs, must be fully functional for review purposes.

Samples cannot include advertisements or promotional information. No letters, brochures, or giveaways (e.g., pens, bags, etc.), business cards, table displays, or other materials are permitted at the SRP meetings. TEA does not guarantee the return of sample instructional materials or packaging.

For print products, you must provide at least five copies of your materials and correlations.

For electronic programs, you should provide instructions for the use of your program, but the instructions cannot include marketing or advertising information, contact information, or any other non-necessary information.

You are responsible for providing any equipment necessary to review your material. You should provide the hardware necessary (including computers and headphones) for panel members to properly review each submission. You must label all equipment. You are permitted to pre-load your products on computers you provide to the panels; however, panelists will be given the option of using their own computers instead of yours.

If your material contains audio, you should bring enough headphones to ensure concurrent access for five users. Speakers are not allowed.

TEA staff will contact you to set up equipment prior to the start of the review meeting.

You can find further information regarding sample materials for the SRP on page 21 of [Proclamation 2021](#).

Review Process

The materials submitted for adoption undergo a full and complete investigation by one panel to identify the extent to which they cover the TPG. Panels will also identify factual errors and may provide feedback about the materials. Each panel will review more than one product, but the panels will not compare the products or identify one product's coverage of the TPG based on another product's coverage of the TPG.

You will not be able to give a presentation or demonstrate your material to panel members. If the panel has questions, your publisher liaison will share them with you and relay your answers to the panel. TEA staff can conduct a meeting between you and the panel to facilitate communication only at the request of the panel.

Reports and New Content/Citations or Second Review

You will receive a summary report from TEA staff following the initial review of your material. The report will contain information from the SRP about the TPG coverage percentage.

If you meet the requirements described in 19 TAC [§66.41](#), you will be given an opportunity to submit new content or new citations in order to address the TPG the panel determined were not covered. To be eligible to provide new content or new citations, your material must be identified as meeting at least 75 percent of the TPG coverage percentage that you indicated on the correlation document.

You can request a second review if you are not eligible to submit new content or new citations.

If you are eligible to provide new content or new citations, you will be provided with a template to do so. You must return the completed template and sample of new content, if applicable, that is labeled with the breakout number and citation type (e.g., (1)(A)(ii), activity). You can provide the new content physically in print or electronic via email.

If you request a second review, TEA will assign the product to a new review panel who will be asked to review all the citations that were rejected by the previous panel.

Once you receive notice that you are eligible to provide new content or new citations or to request a second review, you must respond within 24 hours. You do not have to provide the new content or new citations when you respond to the notice, but it is in your best interest to provide it as quickly as possible. Failure to respond within 24 hours will result in the review being complete for your product.

No-Contact Period

You cannot contact, directly or indirectly, any person who has been appointed to serve on the SRP or who is being considered for appointment to the SRP. The no-contact period begins with TEA's initial communication to prospective panel members regarding a possible appointment and ends when the list of instructional materials eligible for adoption is posted on TEA's official website, scheduled for October 2020.

You cannot solicit input on new or revised content from a member of the SRP for a product the panelist reviewed while the product is being considered or even after the product has been adopted or rejected (19 TAC §66.28(j)).

Post-State Review Meetings

Upon conclusion of the SRP review meeting, any new content presented during the review and accepted by the panel must be provided to TEA and each of the 20 ESCs to be made available to the public along with the original pre-adoption sample. The content must be submitted in an accessible PDF. You can add all new content reviewed and approved by the SRP to your sample website. You may not add the new content to the original pre-adoption sample. Your original pre-adoption sample must remain static and unchanged. You must also add the new content to the *List of Corrections and Editorial Changes*. The purpose of this requirement is to ensure the transparency of the review and adoption process by allowing members of the public to review changes made in response to SRP feedback.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Review additional instructions and meeting details sent via email from TEA staff.
- Send names and contact information for those attending the review meeting to TEA staff at least two weeks prior to the first day of the meeting.
- Email copies of all new content provided to and approved by the SRP to review.adoption@tea.texas.gov or notify TEA that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 17, 2020.
- Submit copies of all new content provided to and approved by the SRP to each of the twenty ESCs or notify each ESC that a link to the new content has been added to your sample website by 5:00 p.m. CT on Monday, August 17, 2020. Contact information for each of the twenty ESCs can be found on the [Publisher Portal](#).

Application for Texas Identification Number and EMAT Access

To process payments for instructional materials, the State of Texas must have specific information, such as tax identification numbers and routing numbers for financial institutions. This information is required to conduct business with the state and to establish the requisite entries in EMAT and the Centralized Accounting and Payroll/Personnel System (CAPPS).

If you are new to the Texas review and adoption process, you are required to apply for a Texas Identification Number (TIN) to gain access to EMAT and submit your initial and supplemental bids. You should receive your identification number within five business days of the submission of your form.

If you already have EMAT access, you do not need to apply for a TIN unless any of the information you previously submitted has changed.

Once submitted, you will receive a response from TEA's Accounting Division containing your TIN within five to seven business days. You will then use this number to apply for TEAL/EMAT access.

To apply for TEAL access:

1. Go to TEA's homepage, www.tea.texas.gov.
2. Click on *TEAL Login* in the Popular Applications toolbar. The toolbar is located at the top of the homepage.
3. Select *Request New User Account*.
4. Complete the online form and click *Submit*. Note: Select *Other* in the *Organization Type* field.
5. Follow the prompts to create a password.
6. Follow the prompts to select and set up your security questions. They are used to verify your identity if you need to reset your password in the future.

To apply for EMAT access:

1. Log on to TEAL at <https://pryor.tea.state.tx.us/> with your username and password.
2. Read the assurance statement and click *I Agree*.
3. Click *My Application Accounts* on the Self-Service Menu.
4. Click *Request New Account*.
5. Select *EMAT* in the pop-up window.
6. Click *Add Access*.
7. Type *EMAT* in the *Organization* field and select *EMAT Vendors/Publishers (940085)* from the list.
8. Select *Publisher* or *Depository* in the *Roles & Parameters* section. Selecting a different role will result in request being denied.
9. Enter your vendor ID number (10-digit number from the TIN application). Entering an incorrect vendor ID will result in request being denied.
10. Click *Done*.
11. Click *Save Changes*. Note: If the request was submitted successfully, a success message appears at the top of the tab.

12. You will receive an email within five business days from a Distribution and Accessibility Specialist with confirmation that the request has been approved or denied. Denied request emails will include instructions for resubmitting the request.

Next Steps

- Find the *Application for Texas Identification Number* form on the Required Forms list on the [Publisher Portal](#).
- Send your *Application for Texas Identification Number* by 5:00 p.m. CT on Monday, August 17, 2020, if you currently do not have a TIN established with the State of Texas.
- Apply for EMAT access, if you currently do not have access.

Show-Cause Hearing

Purpose: The show-cause hearing is a formal opportunity for a publisher to present evidence that citations rejected by the SRP adequately address the required TPG. The show-cause hearing is not a forum to address complaints alleging procedural irregularities or violations of statutes or rules or to provide new content or citations.

Following the SRP meetings, the commissioner of education will issue a preliminary report based on the reports of the SRP which lists the TPG coverage for each product. If you are not satisfied with the preliminary report, you may request a show-cause hearing, if eligible. You will be notified of your eligibility at least two weeks prior to the deadline.

To be eligible to request a show-cause hearing, a product must have met the eligibility requirements to submit new content during the review and, upon completion of the final review, be identified as meeting one of the following:

- At least 95% of the TPG coverage percentage indicated on the correlation document for that product
- Less than 50% of the TPG for the subject and grade for which the product is intended

Show-cause hearings are held at the Texas Education Agency in Austin, Texas and are presided over by TEA staff. They may be held through web-based meetings.

Next Steps

- Review the qualifications to be eligible and requirements for a show-cause hearing in 19 TAC §§[66.41\(b\)](#) and [66.63](#).
- Request a show-cause hearing by 5:00 p.m. CT on Monday, August 17, 2020, if eligible.

Participation in the SBOE Public Hearing and Responses to Comments

Purpose: The public review of materials under consideration allows for the public to provide comments and report alleged factual errors. The public hearing is an opportunity for the public to provide public testimony regarding materials under consideration for adoption by the SBOE.

Comments and errors must be submitted using the *Public Comment Submission Form* and the *Public-Reported Factual Errors Submission Form*.

The SBOE will also hold at least one public hearing at which members of the public may provide oral testimony regarding instructional materials submitted for consideration. You may provide oral responses to public testimony at this hearing, or you may respond to the testimony in writing.

Additionally, you can make content changes in response to public comments. These changes must be documented on a clean version of the *List of Corrections and Editorial Changes* form.

You must contact TEA if you wish to make changes to content that was reviewed and approved by the SRP prior to the SBOE's final action. TEA will provide you with next steps and inform you if the change is allowable.

Prior to the public hearing, TEA will post written comments and lists of alleged factual errors to the TEA website.

Following the public hearing, TEA will post written publisher responses and proposed content changes provided in response to public comment to the TEA website.

The public has until Friday, November 6, 2020, to submit alleged factual errors and comments about materials under consideration for adoption. We will forward any alleged errors and comments to you.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Watch the webcast of the public hearing on the [SBOE website](#).
- Find the Excel *List of Corrections and Editorial Changes* templates in your email from TEA staff.
- Email the Excel *List of Correction and Editorial Changes* of any content changes made in response to public comment, public-identified alleged factual errors, and/or public testimony to review.adoption@tea.texas.gov by 5:00 p.m. CT on Tuesday, November 10, 2020.

Order Processing Information and Official Bids

Purpose: Official bids detail the overall program price, as well as individual component prices, of adopted instructional materials. Pricing will be in place for eight years with the option to extend for an additional four years. Publishers must also inform TEA of how they plan to process their orders.

Before you can submit any official bids, you must submit an *Order Processing Information* form providing information on how you plan to process your orders. You may choose to use a depository or fulfill your own orders.

If you wish to use our depository, contact Archway SCM LLC Depository at (214) 452-6303 or abriel_karpinski@archway.com or info@archway.com.

If you choose not to use a depository, you must use EMAT. The new sales contact indicated on your *Company Information Form* will receive notifications of orders. You may also use an electronic data interchange (EDI) compliant system to receive and fill orders.

You are required to inform us of any changes in your plans.

The freight, shipping, and expenses associated with delivering the adopted instructional materials to the districts and charter schools will be paid by the state, subject to the requirements of the instructional materials contract.

Once you have provided your order processing information, you will be able to submit your official bids. By submitting an *Official Bid*, you are making an offer to provide a specific instructional materials package to districts and charters in Texas at a specific price. The *Official Bid* will become *Exhibit A* of the *Texas Education Agency Standard Contract*.

The *Official Bid* must list each component that will be offered and give the official price of the instructional materials package and of each individual component. Each package option must have a separate bid. Each instructional material offered as part of a bundle must also be available for purchase individually (TAC §66.27(g)).

The *Official Bid* should also specify for whose use each component is intended (student, teacher, or teacher system), media format of each component (print, online, etc.), the system requirements for each component (if different from the overall product), and whether each component is consumable.

The system requirements should include the

- specific type of device required, such as a PC, windows tablet, iPad, chromebook, etc.;
- oldest operating system or version supported; and
- newest operating system or version supported.

The system requirements must be final. If you wish to update your system requirements, please notify TEA.

Each bid must have a unique program ISBN and each component and subcomponent must have unique ISBNs. This can present a challenge if you offer the same package and/or component for varying

subscription lengths (e.g., one year, four years, eight years, etc.). If you do not use EDI to process your orders, you may choose to add a three-digit extension to the end of the 13-digit ISBN. For example, 9780001234567-001 for a one-year subscription or 9780001234567-004 for a four-year subscription. You may also add an extension to distinguish the program ISBN from a component ISBN. For example, 9780001234567-SE for a student edition or 9780001234567-TE for a teacher edition. If you are using EDI, you may not add extensions and must have unique ISBNs for every program and component.

The program and component titles must include enough information to allow districts to distinguish one title from another. To create more consistency, we have established the naming conventions below.

Program Type	Format	Example
Includes one or more digital components and media format in the title	Product Title (# of Years)	Texas English I Digital Courseware (1 Yr)
Includes one or more digital components and non-consumable print components	Product Title (# of Years and Format)	Texas English I (4 Yr Digital with Print)
Includes print consumables and one or more digital components	Product Title (# of Years Digital/# of Years Consumable)	Texas English I (4 Yr Digital/4 Yr Print Consumable)
A teacher system	Product Title (# of Students Served)	Texas English I Class Set (30 Students)

After the first year of adoption, eight-year bids will no longer be valid. If your ordering system allows you to reduce the price and number of subscription years associated with an ISBN, you should use the expiration of the subscription in the title rather than the length of the subscription in years for eight-year bids. All other subscription lengths should include the number of years. For example, a one-year subscription might be titled *Accounting I, Texas Edition (1-year subscription)*. An eight-year subscription might be titled *Accounting I, Texas Edition (Through SY 2028–29)*.

The *Official Bid* must be submitted in EMAT. Failure to submit any bids by the initial deadline of Monday, September 14, 2020, will serve as your notice to withdraw from the adoption process. You must submit at least one *Official Bid* for each program by the initial deadline to be eligible to submit any additional bids (19 TAC §66.28(f)).

If you meet the initial bid deadline, you will be able to add bids in EMAT until Monday, December 14, 2020. The option to submit additional bids allows you to respond to the needs of districts. Additional bids can be new package options or lower prices on existing packages or components. Prices on additional bids may not be higher than prices included on initial bids (19 TAC §66.28(f)).

EMAT will close after the initial bid deadline while TEA staff reviews your submissions. Your liaison will provide you with necessary corrections and suggestions for improvement, and then EMAT will reopen to allow you to continue submitting bids.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.

- Watch for an email from TEA announcing EMAT is open for bids at least one month prior to the deadline.
- Submit your order processing information via the EMAT system by 5:00 p.m. CT on Monday, September 14, 2020.
- Submit your initial bids via the EMAT system by 5:00 p.m. CT on Monday, September 14, 2020.
- Review and make necessary corrections and edits to initial bids, if required.
- Submit any additional bids via the EMAT system by 5:00 p.m. CT on Monday, December 14, 2020, if you wish.

Disclosure of Campaign Contributions and Gifts

Purpose: The *Disclosure of Campaign Contributions and Gifts* brings publishers into compliance with SBOE Operating Rule 4.3, which requires publishers to report gifts made to current or potential SBOE members.

According to the SBOE Operating Rule [4.3](#), you must disclose any political contributions made in the preceding four years to a candidate for or current member of the Texas SBOE.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Find the *Disclosure of Campaign Contributions and Gifts* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Disclosure of Campaign Contributions and Gifts* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, October 19, 2020.

Register of Contact

Purpose: The *Register of Contact* brings publishers into compliance with 19 TAC §[66.4](#), which requires publishers to disclose any contact they may have had with members of the SBOE throughout the review and adoption process.

You must complete a *Register of Contact* form to record all contacts with members of the SBOE between April 5, 2019, and December 14, 2020. You must disclose the time, date, location, and purpose for each communication with a member of the SBOE.

The form is required from any company employee who has communicated with a member of the SBOE for any reason. We encourage you to use the form to track your communications until the deadline.

You must submit this form even if you have not had contact with members of the SBOE. In that case, the form must indicate that no contacts were made and be signed by a company official. If contacts were made, each individual from your company must record his or her contacts on a separate form.

Next Steps

- Review related questions on the Proclamation 2021 *Questions and Answers*.
- Find the *Register of Contact* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of each *Register of Contact* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, December 14, 2020.

Direct Deposit Authorization

Following the November 2020 SBOE meeting, TEA will contact you with instructions on how to apply for direct deposit, which is a direct method of payment for instructional material orders placed through EMAT. Direct deposit is highly recommended but not mandatory. If you decide not to set up direct deposit, you will be paid by a warrant (state check) via the U.S. Postal Service.

You are required to promptly notify TEA of any changes in the information provided to establish payments, including organizational name changes, mergers or divestitures, or a change in your financial institution. Please provide at least 45–60 days’ notice before closing an account to which payments are made.

Next Steps

- Find the *Direct Deposit Authorization* form on the Required Forms list on the [Publisher Portal](#).
- Email an electronically signed copy of the *Direct Deposit Authorization* to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, December 14, 2020.
- Verify all information from TEA Accounting is set up correctly.

Requirements for the Production of Accessible Instructional Materials

Purpose: By meeting these requirements, publishers help to ensure that all students have equal access to adopted instructional materials.

Print Materials

If your materials are print, you must provide electronic files to facilitate the production of braille, large-print, and audio versions of your adopted materials. The electronic files must conform to the National Instructional Materials Accessibility Standard (NIMAS), the purpose of which is to help increase the availability and timely delivery of print instructional materials in accessible formats to students with visual impairments. The *NIMAS Technical Specification v1.1* can be found on the [National Center on Accessible Education Materials \(AEM Center\)](#) website.

If you do not have a National Instructional Materials Access Center (NIMAC) account, email nimac@aph.org to request one. The NIMAC will provide instructions on how to set up an account and submit files. You may be required to provide a sample NIMAS file to the NIMAC for review before NIMAC gives you an account. Specific information and resources, including a list of frequently asked questions, can be found on the [NIMAC website](#). You need to select a conversion service provider to produce your NIMAS files if you cannot produce files in-house. Please allow at least two to three months for the production of your NIMAS files.

NIMAS files are required for all student print components on the *Official Bid*, not just those used for TPG coverage, to facilitate the production of braille, large-print, and audio versions. NIMAS files and three print copies of the adopted student material must be submitted to the designated braille producer(s). NIMAS files and one print copy of the adopted student material must be submitted to the large-print and audio producers. The audio and large-print producers need a high-quality PDF version of the student material.

In the event a school district needs teacher materials for a teacher with a visual impairment, you are required to produce and submit NIMAS files and three print copies of adopted teacher materials to the designated braille producer(s) and NIMAS files and one print copy of adopted teacher materials to the designated large-print and audio producers.

If the requirements for providing electronic files for the production of braille, large-print, and audio versions of print materials are not met for any specific product, that product will be removed from EMAT and the adopted list. The product will be returned to the adopted list (and EMAT) when the publisher provides the required files.

Following the SBOE's adoption of instructional materials at the November 2020 meeting, you must provide three copies of the adopted print student materials, one copy of the digital files, and a screenshot from your copy of the NIMAC Validation Wizard showing that the file has successfully passed validation with "0 errors, 0 warnings" for both the XML file and OPF file.

You must provide the required materials and information to the designated braille producer(s) by Monday, February 8, 2021. TEA will provide the contact information of the designated braille producer(s) by Monday, January 25, 2021.

TEA will provide the contact information of the designated large-print and audio producer(s) by Monday, April 12, 2021.

If you made any corrections or edits to your materials after sending your original NIMAS files and print copies, you must submit three corrected copies of the adopted student materials and a list of changes that have been made to the designated braille producer(s), and one copy each to the designated large-print and audio producer(s). You must also send the corrected NIMAS files to both the designated braille producer(s) and the NIMAC. An itemized list of the changes is also helpful. All materials must be submitted before Monday, April 26, 2021. TEA and the NIMAC will coordinate to ensure that a final corrected file is uploaded to the NIMAC.

If you did not make any corrections or edits to your materials after sending the original NIMAS files and print copies, you must notify TEA and each designated large-print, audio, and braille producer before the deadline that no changes have been made.

Next Steps for Print Materials

- Email nimac@aph.org to request a NIMAC account, if you do not have one.
- Review information and resources, including a [list of frequently asked questions](#) on the [NIMAC website](#).
- Review the samples for braille, large-print, and audio producers in the [Post-Adoption Sample Instructional Materials section](#).
- Watch for an email from TEA staff announcing the designated braille producer(s) on Monday, January 25, 2021.
- Send three preliminary copies of adopted print student materials, one high-quality PDF, one copy of NIMAS files, and a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer(s) by 5:00 p.m. CT on Monday, February 8, 2021.
- Send three preliminary print copies, one high-quality PDF, and NIMAS files of blackline masters and any other materials included in the teacher component that are intended for student use to designated braille producer(s) by 5:00 p.m. CT on Monday, February 8, 2021.
- Watch for an email from TEA staff announcing the designated large-print and audio producer(s) on Monday, April 12, 2021.
- Send three final complete copies of adopted print student materials, one high-quality PDF, one copy of NIMAS files, a screenshot from the NIMAC Validation Wizard showing that each file has passed validation and a side-by-side list of changes, if changes were made to materials after Monday, February 8, 2021, to designated braille producer(s) by 5:00 p.m. CT on Monday, April 26, 2021. If no changes were made, you should notify the braille producer(s).
- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file

passed validation due to designated audio producer(s) by 5:00 p.m. CT on Monday, April 26, 2021.

- Send one copy of adopted print student materials, blackline materials, and any other materials included in the teacher component(s) that are intended for student use, one high-quality PDF, one copy of NIMAS files, and a screenshot from NIMAC Validation Wizard showing that the file passed validation due to designated large-print producer(s) by 5:00 p.m. CT on Monday, April 26, 2021.
- Send final NIMAS files and a side-by-side list of changes made between Monday, February 8 and Monday, April 26 or notice that no changes were made to TEA by 5:00 p.m. CT on Monday, April 26, 2021.
- Send final NIMAS files to NIMAC by 5:00 p.m. CT on Monday, April 26, 2021.

Electronic Materials

You must provide an accessibility compliance report, produced by a reputable third-party, for each electronic student and teacher component. You are responsible for contracting with a third-party to complete the accessibility compliance report by the deadline established in the *Adoption Timeline*. You are strongly encouraged to develop your product with the required accessibility features in place rather than attempting to bring a fully developed product into compliance with accessibility standards. Third-party vendors typically take at least three to four weeks to produce an accessibility report. You are encouraged to begin searching for a third-party vendor to complete the report at least two to three months before the deadline. You should supply the selected vendor with the *Accessibility Compliance Report Cover Sheet*. The cover sheet outlines the specific requirements of your report and should accompany the final report submitted to TEA. You can find the cover sheet on the Required Forms list on the [Publisher Portal](#).

A list of website accessibility consultants can be found on the [AEM Center](#) website. You are not limited to these consultants.

The report must verify that the components follow [Web Content Accessibility \(WCAG\) 2.0 AA standards](#) and technical standards required by the Federal Rehabilitation Act, [Section 508](#).

You can determine the total number of pages to be included in the audit.

When testing the accessibility of the materials, the third-party tester must do the following:

- Use automated web accessibility evaluation tools to analyze the selection of pages and note any problems indicated by the tools
- Manually check a percentage of the pages to determine that form labels and alternative text on images and graphs is appropriate
- Manually check all pages with dynamic content, forms, or other applications
- Determine whether all page content and controls can be accessed, operated, and reset when necessary using only a keyboard
- Examine pages with graphical user interface (GUI) browsers (e.g., Internet Explorer, Firefox, Netscape, and others) while listening to the page with screen-reader software
- Report all findings to TEA electronically

- Employ and include documentation of the experience of real users with disabilities for manual testing

The report must be based on an audit testing the accessibility of the materials and must include, at a minimum, the following:

- The *Accessibility Compliance Report Cover Sheet* that includes the third-party vendor name, publisher name, proclamation year, program title, program ISBN, component title(s), and component ISBN(s)
- Third-party vendor contact information
- The date the report was started and completed
- The total number of pages tested, including the home page people use to enter the site, one randomly selected page with at least one table or form, one randomly selected page with a least one informative image, such as a map or graph, and at least one page from each component within the program
- The list of issues identified (if any) and how the publisher is working to correct them
- Confirmation from the publisher that the third-party vendor conducted the activities outlined above

Failure to provide a report verifying that a product meets the required accessibility standards will result in that product's removal from the adopted list (and EMAT). Materials that are not fully accessible to students with disabilities, as indicated by the independent accessibility audit report, will be removed from the adopted list, and the contract may be presented to the SBOE for termination. If the contract has not yet been terminated, the product will be returned to the adopted list (and EMAT) when the publisher provides information verifying that the product meets the required accessibility standards.

If you provide access to materials to individuals with disabilities through an alternative format, you must include a link to that material on the entrance page of the main product. All content within a program must be accessible, not just content used for TPG-coverage.

The accessibility compliance report, along with the *Accessibility Compliance Report Cover Sheet* is due Monday, April 26, 2021.

Next Steps for Electronic Materials

- Research and select a reputable company to complete your accessibility compliance report at least two to three months before the deadline.
- Find the *Accessibility Compliance Report Cover Sheet* form on the Required Forms list on the [Publisher Portal](#).
- Supply the selected vendor with the *Accessibility Compliance Report Cover Sheet* that outlines the specific requirements of the report and must accompany the final report submitted to TEA.
- Email the completed accessibility compliance report, along with the cover sheet to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 26, 2021.
- Email a revised accessibility compliance report, along with an updated cover sheet to review.adoption@tea.texas.gov, if there were outstanding issues in the original report as soon as the component(s) are in compliance.

Additional Information

Failure to provide the deliverables due on Monday, April 26, 2021, will result in the product's removal from the adopted list and the EMAT system.

If you make unauthorized updates to or substitutions of adopted materials, you will be responsible for the cost of producing new braille masters.

You can read additional information regarding samples for braille, large-print, and audio producers in the [Post-Adoption Sample Instructional Materials section](#).

Certification of Compliance with Manufacturing Standards

Purpose: The *Certification of Compliance with Manufacturing Standards* documents publishers' adherences to established manufacturing standards for print and electronic components.

You must ensure that all instructional materials adopted by the SBOE and included in the Texas Education Agency Standard Contract conform to or exceed in every particular in the latest edition of the [Manufacturing Standards and Specifications for Textbooks](#) (MSST), developed by the State Instructional Materials Review Association.

Print Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for each print student component used in your correlations.

Electronic Materials

You must submit the *Certification of Compliance with Manufacturing Standards* form for each electronic component intended for student and teacher use.

Additional Information

Understanding the standards found in the MSST before final copies of instructional materials are produced is important. Instructional materials that do not meet the standards will not be made available for ordering through EMAT.

For the most part, the manufacturing standards and specifications are established by different component types, not the intended grade level, and each student print component must conform to the specifications applicable that component type.

The four main categories are hard-cover textbooks, non-consumable soft-cover texts, consumable soft-cover texts, and ancillary materials, workbooks, etc. Some specifications, like paper weight, are broken down further into grade bands. In those instances, you should follow the specifications for the grade band that includes kindergarten.

The table below includes the required industry standards from the MSST for non-textbook products.

Medium	Industry Standard
Audio Compact Disc	ANSI Standard (Red Book)
CD-ROM	ANSI (Yellow Book)
DVD	DVD Forum Standard
DVD-ROM	DVD Forum Standard
Online	W3C Recommendations

The MSST is updated periodically. To get a copy of the MSST, please visit <http://www.bmibook.org/acts/msst/>. Interpretations of the standards and specifications of the MSST can be made by the MSST committee. You can contact them at info@bmibook.com or (386) 986-4552.

Failure to provide the form by Monday, April 26, 2021, may result in the product's removal from the adopted list and the EMAT system.

Next Steps

- Find the *Certification of Compliance with Manufacturing Standards* form on the Required Forms list on the [Publisher Portal](#).
- Contact the MSST Committee at info@bmibook.com or (386) 986-4552, if you have questions regarding standards and specifications.
- Email an electronically signed copy of the *Certification of Compliance with Manufacturing Standards* for each print component intended for student use and each electronic media component intended for student and teacher use that was used to provide TPG coverage in the material adopted by the SBOE to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 26, 2021.

Post-Adoption Sample Instructional Materials

Purpose: TEA and the 20 ESCs are each required to maintain a copy of all adopted instructional materials and to make them available for public review

You must submit a post-adoption sample of your material to TEA, each of the ESCs, and the designated braille, large-print, and audio producers.

If requested, you must also submit a post-adoption sample of your material to school districts. Post-adoption corrected instructional materials must be final, complete versions of your materials, incorporating any updates, revisions, and corrections made throughout the review and adoption process, and must be representative of the final materials that will be provided to school districts after purchase.

It is your responsibility to ensure access to your adopted material remains available throughout the contract period. If access to your material changes over the course of the contract, you are required to notify TEA. TEA will conduct an annual audit of post-adoption samples.

TEA Samples

For electronic products, you must supply TEA with all information, including locator information and password, required to access the post-adoption samples. You can provide usernames and passwords for online materials or a CD, DVD, or PDF.

For print products, you must clearly mark your sample with *Sample Copy—Not for Classroom Use*. You must mail print samples to Texas Education Agency, Attention: Instructional Materials Division, 1701 N. Congress Ave., Austin, Texas 78701.

ESC Samples

For electronic products, you must supply each of the twenty ESCs with all information, including locator information and password, required to access the post-adoption sample. You can provide usernames and passwords for online materials or a CD, DVD, or PDF.

For print products, you must clearly mark your sample with *Sample Copy—Not for Classroom Use*.

You can find contact information and shipping addresses for each of the twenty ESCs on the [Publisher Portal](#). You will be notified if an ESC does not receive your material.

Samples for Designated Braille, Large-Print, and Audio Producers

You are required to submit three print post-adoption sample copies of your adopted student material to each of the designated producers. You are also required to submit blackline masters or any other materials included in the teacher materials that are intended for student use.

If your samples are not submitted to the producers by 5:00 p.m. CT on Monday, April 26, 2021, your product will be removed from the adopted list and the EMAT system.

If a district requests a braille or large-print teacher edition, you are required to ship at least two print teacher editions to the designated producers as soon as possible. TEA will notify you and provide the shipping instructions if a district requests a copy.

Districts Samples

Districts may contact you directly to request a sample of your material. You may provide complete or representative samples. Samples must be provided at no cost. If you need the samples returned, you are required to notify the district in advance and provide a shipping label and a date samples should be returned. You can mark samples with *Sample Copy—Not for Classroom Use*.

Next Steps

- Review page 21 of the Deliverables and Requirements for Publishers section of *Proclamation 2021*.
- Review the [Requirements for the Production of Accessible Instructional Materials](#) section of *Proclamation 2021 Publisher Handbook*.
- Email electronic post-adoption samples to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, April 26, 2021.
- Mail print post-adoption samples to TEA, Attention: Instructional Materials Division, 1701 N. Congress Ave., Austin, Texas 78701 by 5:00 p.m. CT on Monday, April 26, 2021.
- Email electronic post-adoption samples to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 26, 2021. Contact information for each of the twenty ESCs can be found on the [Publisher Portal](#).
- Mail print post-adoption samples to each of the twenty ESCs by 5:00 p.m. CT on Monday, April 26, 2021. Addresses for each of the twenty ESCs can be found on the [Publisher Portal](#).

Machine-Readable Prekindergarten Guidelines

Purpose: All electronic products must be designed to use machine-readable TPG, as required by the SBOE.

You will access the machine-readable TPG on the [Texas Gateway](#). The Texas Gateway contains several guidance documents related to the integration of the machine-readable TEKS, which are the K–12 equivalent of the TPG. The machine-readable TPG are provided in an IMS Global Competencies and Academic Standards Exchange (CASE) certified format, either through an application programming interface (API) or as a comma-separated values (CSV) file. If you plan to use the API, you should familiarize yourself with the [CASE](#) framework structure and the core concepts of the [JSON](#) data format. Using the API will ensure that you are always using the most up-to-date version of the TPG.

The purpose of the machine-readable TPG format is so districts' learning management systems can easily access up-to-date versions for use within their applications. It creates a consistent way of documenting and referencing learning standards and competencies.

It is not necessary to be a member of the IMS Global to access the machine-readable TPG.

It is highly recommended that, at a minimum, the content used in a publisher's correlations is tagged using the machine-readable TPG.

Next Steps

- Review the machine-readable TPG information on the [Texas Gateway](#).
- Submit a [help-desk ticket](#), if you need technical assistance with implementation.
- Build machine-readable TPG into your electronic post-adoption material.

Form 1295 Certificate of Interested Parties

Purpose: In accordance with [HB 1295](#) (84th Texas Legislature, 2015), *Form 1295 Certificate of Interested Parties* incorporates new reporting requirements that companies must meet before conducting business with the state.

You must complete a [Form 1295 Certificate of Interested Parties](#) upon entering into a contract with the SBOE. Completed forms will be posted to the [Texas Ethics Commissions' website](#). You can contact the TEA Contracts office at TEAcontracts@tea.texas.gov if you have any questions.

You are required to complete a separate form if you enter into a contract with a district or any other state agency.

Next Steps

- Click on the [Form 1295 Certificate of Interested Parties](#) website on the [Texas Ethics Commissions' website](#).
- Create a username and password on the [Texas Ethics Commissions' website](#).
- Select *Business Entity* as the user type.
- Enter *Proclamation 2021 Instructional Materials Adoption/[Your Company Name]* as the contract identification number.
- Submit the *Form 1295 Certificate of Interested Parties* form to the Texas Ethics Commission by 5:00 p.m. CT on Monday, February 8, 2021.
- Send a PDF copy of the form to review.adoption@tea.texas.gov by 5:00 p.m. CT on Monday, February 8, 2021.

Texas Education Agency Standard Contract

Purpose: The publisher contract documents the instructional materials a publisher is obligated to offer to Texas public schools, the price at which those materials will be offered, and the specific terms under which they will be offered.

Following the November 2020 meeting, the SBOE will offer an eight-year contract to each publisher of adopted instructional materials. You will receive one contract that covers all your adopted programs. The contract will provide for the purchase or licensing of adopted instructional materials at a specific price. The price is determined by your submitted *Official Bids* and may not be higher than the lowest price offered to any other state, school, or district. You must agree to the terms of the contract to have your product(s) available to districts through EMAT.

The contracts must be signed by an authorized representative, and you must provide proof of the signer's authority when returning a contract. Signed and returned contracts will be signed by the chair of the SBOE and attested to by the commissioner of education. Original contracts are filed with TEA; signed electronic copies will be sent to you.

You will have an opportunity to lower your price and/or submit a *Post-Contractual Bid* at the end of each contract year. TEA will mark any bids that exceed the number of contract years remaining as unavailable in EMAT. TEA staff will notify you and provide deadlines to submit information prior to the re-opening of the EMAT system in May of each year.

Next Steps

- Watch for the TEA email containing the executed *Proclamation 2021* contract for your signature.
- Submit any post-contractual bids in EMAT, if you wish to update your pricing after executed contracts.
- Watch for TEA email announcing the opportunity to lower your prices before EMAT re-opens for each school year.

Responsibility of Back-Ordered Instructional Materials

If you have materials adopted, you will begin distributing them to school districts and charter schools in June 2021. You must ensure that adopted materials are in stock and available for distribution for the life of the adoption. If you must place adopted materials on backorder, you are required to notify the affected school districts of the expected ship date for each title and report the number of back-ordered materials to TEA.

All reports of backorders are presented to the SBOE for possible penalties.

For additional information, contact instructional.materials@tea.texas.gov.

Updates to and New Editions of Adopted Materials

Purpose: Publishers must follow specific procedures to update content in or to substitute a new edition of adopted instructional materials in order to comply with 19 TAC §§[66.75](#) and 66.76.

You must obtain prior approval to make any changes to adopted materials, except for technical enhancements or improvements that do not add or change the content. All requests must include the required form, an updated correlation document, and an electronic sample of adopted material or screenshots of updated content. All requests will be posted to the TEA website for public comment.

You should email TEA to obtain the request form and correlation template. Incomplete requests will not be considered and could delay your timeline.

Updates to Adopted Materials

If you wish to update your adopted material by adding, removing, or changing content, you must request approval of content by submitting an Instructional Materials Update Request certifying that the content meets the applicable TPG, does not affect coverage of TEC, §[28.002\(h\)](#), and is free from factual errors and include an explanation of the reason for the update. You must also verify that there will be no additional cost to the state.

All requests for updates that affect content used at the review to determine TPG coverage must be approved by the SBOE. Proposed changes are posted to the [TEA website](#) for public review for a minimum of seven days prior to consideration by the SBOE.

You must complete an Instructional Materials Update Request (TPG Coverage) as part of your request to update content that was used to determine TPG coverage. Requests must also include an electronic sample and an updated *Correlation to the TPG* document. TEA staff can supply you with an updated correlation template.

You must complete an Instructional Materials Update Request (No TPG Coverage Affected) as part of your request to update content that was not used to determine TPG coverage. Requests must include an electronic sample, such as screenshots of the updated content.

You cannot add new internet links or redirect users to external internet links without the approval of TEA.

You may also have an opportunity to update content and submit new correlations that affect your adopted product's official TPG coverage percentage on the SBOE adopted list. You can review the annual schedule of review on the [TEA website](#) (19 TAC §[66.75\(l\)](#)).

New Editions of Adopted Materials

If you wish to submit a new edition of your adopted material, you must request approval by submitting a Substitution Request form and certify that there will be no additional cost to the state associated with the updated edition.

You must complete an Instructional Materials Substitution Request (TPG Coverage) and provide an explanation for the offer of a new edition that was used to determine TPG coverage. Requests must also

include an electronic sample, screenshots of the content, and an updated *Correlation to the TPG* document. TEA staff will supply you with an updated correlation template.

You must complete an Instructional Materials Substitution Request (No TPG Coverage Affected) and provide an explanation for the offer of a new edition and updated content that was not used to determine TPG coverage. Requests must also include an electronic sample and screenshots of the content.

Proposed changes are posted to the [TEA website](#) for public review for a minimum of sixty days prior to consideration by the SBOE (19 TAC §66.76(a)).

With prior approval, you can, at any time, substitute a new edition if the changes made to the new edition do not affect a product's TPG coverage, such as technical enhancements or improvements that do not add or change content (19 TAC §[66.76\(c\)](#)).

You are required to provide the original version of the adopted materials to any district that requests it for the duration of your contract.

Next Steps

- Review the requirements of substitution and update requests in 19 TAC §§[66.75](#) and 66.76.
- Contact your liaison if you need to submit a substitution or update request.
- Submit an updated sample of your material, whether print or electronic, to TEA after update/substitution request has been approved.

Glossary

Purpose: Below are words and terms commonly used in this publisher handbook.

You can find additional words and terms starting on page 28 of [Proclamation 2021](#).

Adoption Timeline

The section in the proclamation that lists the specific activities and deadlines related to the review and adoption of instructional materials

Breakouts

The separate parts of an end-of-year outcome or student expectation

By Component

Deliverable required to be submitted for each component

By Program

Deliverable required to be submitted for each program submitted in multiple media formats (print and online) with identical content and standards coverage

By Media Format Program

Deliverable required to be submitted for each media format regardless of identical content

By Publisher

One form or deliverable is required from publisher

Citation

The identification of one occurrence of a specific example of content that covers one element of each of the end-of-year outcomes or TEKS

Closed Format

A media format that requires the user to download and install proprietary software

Depository

An entity through which publishers receive and fill orders for instructional materials

EMAT

TEA's statewide electronic instructional materials management system that processes all requisitions and payments for adopted instructional materials

[Education Service Centers \(ESCs\)](#)

Public entities created by state statute to provide educational support programs and services to local schools and school districts

Galley Proof

A complete (as to content) print sample that is bound (e.g., in a 3-ring binder, as a spiral, or in a similar manner)

It is representative of the final pagination, layout, and organization of the product. A gallery proof shows the actual size of the product (either by the trim size of the gallery pages or with crop marks), resembles an advance reading copy of the final material rather than a proofreading or copyediting copy, and provides the SRP an accurate depiction of what the final bound or online product will look like.

[International Standard Book Number \(ISBN\)](#)

A unique number that identifies books and book-like products internationally

Instructional Materials

Content that conveys the essential knowledge and skills of a subject in the public-school curriculum through a medium or a combination of media for conveying information to a student

The term includes books, supplemental materials, a combination of a book, workbook, and supplemental materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resources (TEC, [§31.002](#)).

In this handbook, program and product are also used to describe instructional materials.

[Manufacturing Standards and Specifications for Textbooks \(MSST\)](#)

A publication containing the physical standards of quality and performance for K–12 instructional materials

[National Instructional Materials Access Center \(NIMAC\)](#)

Created by IDEA 2004, NIMAC is a federally funded, online file repository of source files in the NIMAS format

Authorized users can access more than 52,000 kindergarten through 12th-grade NIMAS files for use in the production of accessible formats for student with disabilities.

National Instructional Materials Accessibility Standard (NIMAS)

Technical standard used by publishers to produce source files (in XML) that can be used to develop multiple specialized formats (such as braille or audiobooks) for students with print disabilities

Open-File

A media format that is accessible by anyone through open-source or free technologies or software, such as HTML and PDF

Student Version

Components of an instructional materials submission that are intended for use by the student and comprised of several student components

Student Component

A specific element (workbook, textbook, website, etc.) of the student version of a product

Student Text Narrative

The part of the instructional material that instructs the student or provides an opportunity for the student to acquire knowledge or learn a skill

Substitution Request

A request to the commissioner of education for approval to substitute an new or updated edition of a state-adopted instructional material that may or may not affect TPG coverage

Teacher Component

Any resource that is specifically intended for use by a teacher

[Texas Education Agency](#) (TEA)

The state agency that oversees primary and secondary public education in the state of Texas

[Texas Prekindergarten Guidelines](#) (TPG)

Guidelines which outline the behaviors and skills that children are required to exhibit and achieve

[Texas Education Agency Login](#) (TEAL)

Security gateway to TEA web applications and resources

This portal allows users to request secure access to TEA applications and to manage user account information.

Update Request

A request to the commissioner of education for approval to update content that was and/or was not used in determining the product's eligibility for adoption and TPG coverage

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021 Adoption Timeline*.

November–December 2019		
Start Date	End Date	Subject
N/A	N/A	Subscribe to the review and adoption listserv email updates
N/A	N/A	Review Proclamation 2021 and add requirements and deadlines to your calendar
N/A	N/A	Review <i>Proclamation 2021 Publisher Handbook</i> on the Publisher Portal
N/A	N/A	Review Texas Administrative Code, Chapter 66
N/A	N/A	Review Texas Education Code, Chapter 31
N/A	N/A	Review accessibility requirements for electronic products
N/A	N/A	Review NIMAS requirements for print products
N/A	N/A	Review breakouts for Texas Prekindergarten Guidelines (TPG) on the Breakout Document webpage
N/A	N/A	View the May 21, 2019 <i>Introduction to Proclamation 2021</i> webinar on the Publisher Portal
N/A	N/A	View the October 10, 2019 <i>Proclamation 2021 Publisher Orientation</i> webinar on the Publisher Portal
N/A	N/A	Review helpful resources and view training videos for deliverables on the Publisher Portal
January 2020		
	1/6/2020*	Submit <i>Company Information Form</i> to TEA via EMAT
	1/6/2020*	Submit <i>Statement of Intent to Bid</i> to TEA via EMAT
1/13/2020	1/27/2020	Look for email from TEA announcing your assigned liaison
1/13/2020	1/27/2020	Look for email from TEA containing Excel templates for <i>Correlation to the TPG</i>
February 2020		
	2/3/2020*	Submit <i>Complete Description</i> to TEA via EMAT
	2/24/2020*	Submit preliminary <i>Correlation to the TPG</i> to TEA
2/24/2020	2/28/2020	Review preliminary <i>Correlation to the TPG</i> feedback from TEA and incorporate into final correlation
April 2020		
	4/6/2020*	Submit pre-adoption sample to TEA
	4/6/2020*	Submit pre-adoption sample to each of the twenty ESCs
	4/6/2020*	Submit final <i>Correlation to the TPG</i> to TEA
	4/6/2020*	Submit final <i>Correlation to the TPG</i> to each of the twenty ESCs
	4/6/2020*	Submit Certification of Editorial Review to TEA
	4/6/2020*	Submit Affidavit of Authorship or Contribution to TEA
	4/6/2020*	Submit Report on Interoperability and Ease of Use to TEA
4/7/2020	4/20/2020	Look for email from TEA containing Excel templates for <i>List of Corrections and Editorial Changes</i>
	4/13/2020	Look for email from TEA regarding ESC sample irregularities, if submitted

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021* Adoption Timeline.

May 2020		
5/1/2020	5/31/2020	Look for email from TEA containing dates, location, and delivery of materials for upcoming state review meeting
June 2020		
Start Date	End Date	Subject
6/1/2020	6/30/2020	Prepare and ship materials for state review panel meeting
6/15/2020	6/19/2020	Attend state review panel meeting
August 2020		
8/3/2020	8/31/2020	Look for preliminary report of materials under consideration for adoption on Proclamation 2021 webpage
8/3/2020	8/31/2020	Look for email from TEA containing final evaluation instruments
8/3/2020	8/31/2020	Look for email from TEA containing Excel templates for state review panel-identified <i>List of Corrections and Editorial Changes</i>
8/3/2020	8/7/2020	Look for email from TEA containing show-cause hearings, if eligible
	8/17/2020*	Submit <i>List of Corrections and Editorial Changes</i> and responses to state review panel-identified <i>List of Corrections and Editorial Changes</i> to TEA
	8/17/2020*	Submit Application for Texas Identification Number if you do not have EMAT access
	8/17/2020*	Submit electronic samples of new content reviewed and approved by the state review panels to TEA
	8/17/2020*	Submit show-cause hearing request, if eligible
8/3/2020	8/31/2020	Watch bids training video on the Publisher Portal
8/17/2020	8/31/2020	Apply for EMAT access after you've received your Texas Identification Number, if you do not have access
September 2020		
9/1/2020	9/30/2020	Review public comments and lists of alleged errors, editorial changes, and new content reports on Proclamation 2021 webpage
9/1/2020	9/30/2020	Review preliminary report of instructional materials under consideration for adoption on the Proclamation 2021 webpage
9/8/2020	9/11/2020	Watch the State Board of Education's public hearing on instructional materials eligible for adoption
	9/14/2020*	Submit <i>Order Processing Information Form</i> to TEA via EMAT
	9/14/2020*	Submit initial official bid to TEA via EMAT
October 2020		
	10/19/2020*	Submit Certification of Intent to Correct to TEA
	10/19/2020*	Submit Disclosure of Campaign Contributions and Gifts to TEA
10/1/2020	10/31/2020	Review the List of Instructional Materials Eligible for Adoption on the Proclamation 2021 webpage

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021* Adoption Timeline.

November 2020		
	11/6/2020*	Review public comments and/or alleged factual errors on the <i>Proclamation 2021</i> webpage
	11/10/2020*	Submit content changes made in materials under consideration in response to public comment to TEA
	11/10/2020*	Submit updated <i>List of Corrections and Editorial Changes</i> to TEA
	11/12/2020	Review report of content changes made in materials in response to public comment on the <i>Proclamation 2021</i> webpage
	11/18/2020*	Submit content changes made in materials under consideration in response to public testimony to TEA
11/17/2020	11/20/2020	Watch the State Board of Education's meeting
11/1/2020	11/30/2020	Select a conversion service provider to produce NIMAS files
11/1/2020	11/30/2020	Email the National Instructional Materials Access Center (NIMAC) at nimac@aph.org to request an account
11/1/2020	11/30/2020	Research third-party accessibility companies to test electronic components and produce accessibility report
December 2020		
Start Date	End Date	Subject
12/1/2020	12/31/2020	Provide conversion service provider with all information necessary to provide NIMAS files
12/1/2020	12/31/2020	Review the List of Instructional Materials Adopted on the Proclamation 2021 webpage
	12/14/2020*	Submit Register of Contact to TEA
	12/14/2020*	Submit additional official bids to TEA via EMAT
	12/14/2020*	Submit Direct Deposit Form to TEA
January 2021		
	1/25/2021*	Look for email from TEA announcing the designated braille producer
1/1/2021	1/31/2021	Contract with third-party accessibility company to test and produce accessibility report
February 2021		
2/1/2021	2/28/2021	Look for email from TEA containing contract for your signature
2/1/2021	2/28/2021	Notify TEA of third-party accessibility company chosen to complete accessibility report
	2/8/2021*	Submit three preliminary copies of adopted print student material to designated braille producer
	2/8/2021*	Submit one high-quality PDF of adopted student materials to designated braille producer
	2/8/2021*	Submit one copy of NIMAS files of adopted student materials to designated braille producer
	2/8/2021*	Submit a screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer
	2/8/2021*	Submit three preliminary print copies of materials included in teacher component to designated braille producer
	2/8/2021*	Submit one high-quality PDF of materials included in teacher component that are intended for student to designated braille producer
	2/8/2021*	Submit NIMAS files of blackline masters and any other materials included in teacher component that are intended for student to designated braille producer
	2/8/2021*	Submit Form 1295 Certificate of Interested Parties to TEA

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021 Adoption Timeline*.

March 2021		
3/1/2021	3/31/2021	Return signed contract to TEA
3/1/2021	3/31/2021	Review responsibilities for back-ordered instructional materials
April 2021		
	4/12/2021*	Look for email from TEA announcing designated large-print and audio producer
	4/26/2021*	Submit post-adoption sample to TEA
	4/26/2021*	Submit post-adoption sample to each of the twenty ESCs
	4/26/2021*	Submit Affidavit of Corrections and New Content to TEA
	4/26/2021*	Submit Certification of Compliance with Manufacturing Standards to TEA
	4/26/2021*	Submit Accessibility Compliance Report, along with coversheet to TEA
	4/26/2021*	Notify braille producer if no changes were made between January 25, 2021 and April 26, 2021
	4/26/2021*	Submit three final complete copies of adopted print student materials to designated braille producer, if changes made
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated braille producer, if changes made
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated braille producer, if changes made
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated braille producer, if changes made
	4/26/2021*	Submit a side-by-side list of changes to designated braille producer
	4/26/2021*	Submit one copy of adopted print student materials to designated audio producer
	4/26/2021*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated audio producer
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated audio producer
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated audio producer
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated audio producer
	4/26/2021*	Submit one copy of adopted print student materials to designated large-print producer
	4/26/2021*	Submit blackline masters and any other materials included in the teacher components that are intended for student use to designated large-print producer
	4/26/2021*	Submit one high-quality PDF of adopted student materials to designated large-print producer
	4/26/2021*	Submit one copy of NIMAS files of adopted student materials to designated large-print producer
	4/26/2021*	Submit screenshot from the NIMAC Validation Wizard showing that each file has passed validation to designated large-print producer

Proclamation 2021 Publisher Checklist

*These deadlines are included in the *Proclamation 2021* Adoption Timeline.

April 2021 (continued)		
Start Date	End Date	Subject
	4/26/2021*	Submit final NIMAS files to TEA
	4/26/2021*	Notify TEA if no changes were made between January 25, 2021, and April 26, 2021
	4/26/2021*	Submit side-by-side list of changes made between January 25 and April 26 to TEA, if changes made
	4/26/2021*	Submit final NIMAS files to NIMAC
May 2021		
5/1/2021	5/31/2021	Look for email from TEA with executed contract
June–August 2021		
6/1/2021	8/31/2021	Start fulfilling district orders