

STATE BOARD OF EDUCATION



PROCLAMATION 2014

April 2012

Texas Education Agency
Austin, Texas

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Table of Contents

PROCLAMATION 2014

Introduction.....	1
Schedule of Adoption Procedures.....	3
Additional Information.....	9
Requirements of Participating Content Providers.....	11
Student Enrollment by Grade Level / Course.....	13
Texas Essential Knowledge and Skills.....	17
English Language Proficiency Standards.....	25

APPENDIX

Glossary of Terms.....	A-3
Accessibility Information.....	A-7

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Introduction

This proclamation serves as notice to both publishers and the public that the State Board of Education (SBOE) is inviting bids to furnish new instructional materials for the following courses.

Mathematics

- Mathematics, grades K–8
- Mathematics (Spanish), grades K–5

Technology Applications

- Technology Applications, grades K–8
- Fundamentals of Computer Science
- Computer Science I
- Computer Science II
- Computer Science III
- Digital Forensics
- Discrete Mathematics
- Game Programming and Design
- Mobile Application Development
- Robotics Programming and Design
- Digital Design and Media Production
- Digital Art and Animation
- 3-D Modeling and Animation
- Digital Communications in the 21st Century
- Digital Video and Audio Design
- Web Communications
- Web Design
- Web Game Development

Science

- Science, grades K–8
- Science (Spanish), grades K–5
- Aquatic Science
- Astronomy
- Biology
- Chemistry
- Earth and Space Science
- Environmental Systems
- Integrated Physics and Chemistry
- Physics
- Principles of Technology
- Scientific Research and Design
- Anatomy and Physiology
- Engineering Design and Problem Solving
- Medical Microbiology
- Pathophysiology
- Advanced Animal Science
- Advanced Biotechnology
- Advanced Plant and Soil Science
- Food Science
- Forensic Science

To be eligible for adoption, instructional materials submitted in response to this proclamation must meet at least 50% of the elements of the Texas Essential Knowledge and Skills (TEKS)—for the subject and grade level for which the materials are intended—in both the student version and the teacher version of the instructional materials. The materials must also comply with applicable manufacturing standards and be free from factual errors at the time of implementation in schools.

Instructional materials submitted in response to this proclamation will undergo a full and complete investigation by a state review panel to identify the extent to which the materials meet the required TEKS and to identify factual errors. At the completion of the review, the state review panels will report their findings to the commissioner of education.

The panels' findings serve as the basis for the commissioner of education's recommendation to the SBOE regarding the adoption of materials. The SBOE is scheduled to make its determination regarding the adoption of materials submitted in response to this proclamation in November of 2013. The SBOE's determination is final.

Instructional materials adopted under this proclamation are scheduled to be implemented beginning in the 2014–2015 school year. Adopted materials are eligible for purchase with funds from the Instructional Materials Allotment, and will be ordered by school districts and open-enrollment charter schools through the Texas Education Agency's (TEA) Educational Materials (EMAT) system. The intrastate freight costs for adopted instructional materials will be paid by the TEA.

This proclamation contains the TEKS for the subjects and grade levels for which bids are being invited. It also contains a detailed schedule of adoption procedures, the 2010–2011 enrollment for each course included in the proclamation, specifications for providing digital files for the production of Braille and large-type versions of adopted instructional materials, and a glossary of terms. Additional information and specific instructions for addressing the requirements of this proclamation will be released on the TEA website.

In addition to this proclamation, all interested publishers and other content providers should carefully read and fully understand both the state statutes and the administrative rules that govern the review and adoption of instructional materials. The language of [Chapter 31 of the Texas Education Code \(TEC\)](#) is available on the Texas Legislature's website. The language for [Senate Bill 6, passed by the 82nd Texas Legislature](#) is available on the TEA's website. The language of [Subchapters A through C of Title 19, Chapter 66 of the Texas Administrative Code](#) is available on the Texas Secretary of State's website. It is imperative for each participant in the adoption to carefully read and fully understand all of this information.

Schedule of Adoption Procedures

2012

January 2012: *SBOE Meeting*

- Commissioner of education presents *Proclamation 2014* (for adoption in 2013 and implementation in the 2014–2015 school year) to the State Board of Education (SBOE) for discussion.

February/March 2012

- Texas Education Agency (TEA) conducts meeting to discuss *Proclamation 2014* with interested publishers.

April 2012: *SBOE Meeting*

- Commissioner of education presents *Proclamation 2014* to the SBOE for action.
- SBOE issues *Proclamation 2014*.

July 2012: *SBOE Meeting*

- SBOE adopts *Proclamation 2014 Questions and Answers* document.
- The SBOE may set Permanent School Fund (PSF) payout rate for the 2014–2015 biennium.

August 2012

- TEA releases *Proclamation 2014 Publisher Handbook*
- TEA conducts publisher orientation meeting for parties interested in filing *Statements of Intent to Bid*.

September 2012

- TEA posts *Nomination to State Review Panel* forms to TEA website and distributes to the SBOE, Texas state officials, school districts and open-enrollment charter schools, universities, and regional Education Service Centers (ESCs). Those submitting nominations shall file completed forms by December 14, 2012.

November 2012

- The SBOE may set PSF payout rate for the 2014–2015 biennium.

Friday, December 7, 2012

- **Deadline** for publishers to file *Statements of Intent to Bid Instructional Materials*. Publishers shall provide detailed specifications regarding price, hardware, software, and/or special equipment needed to review any item included in an instructional materials submission. Publishers shall file all documents by 5:00 P.M. CST.

Note: Only those who file a Statement of Intent to Bid by 5:00 P.M. CST on December 7, 2012 will be allowed to participate in the adoption process. Please see SBOE rules [19 TAC §66.48 \(a–e\)](#) for additional information.

Friday, December 14, 2012

- **Deadline** for persons to file *Nomination to State Review Panels* forms. Those submitting nominations shall file all documents by 5:00 P.M. CST.

Upon initial contact by a representative of the TEA, state review panel nominees begin a “no-contact” period in which they may not have either direct or indirect contact with any person having an interest in the content of instructional materials under evaluation by the panel.

2013

January–February 2013

- TEA reviews *Nomination to State Review Panel* forms and recommends nominees to the commissioner of education.

Friday, February 8, 2013

- Each ESC designates the person who will supervise the sample instructional materials and publishes a schedule specifying hours and dates sample materials may be reviewed by the public.
- Each ESC publishes a news release and notifies area schools concerning sample instructional materials. In the notice, the ESC shall include the person to be contacted regarding sample instructional materials and the hours and dates samples will be available for review by the public.

March 2013

- TEA notifies state review panel candidates of appointment.

Friday, April 19, 2013

- **Deadline** for publishers to submit one (1) complete, electronic, pre-adoption sample copy of instructional materials (excluding Spanish mathematics materials) along with one (1) completed *Correlations to the Texas Essential Knowledge and Skills* (TEKS) form to the TEA. Publishers shall file all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to submit one (1) complete, electronic, pre-adoption sample copy of instructional materials (excluding Spanish mathematics materials) along with one (1) completed *Correlations to the Texas Essential Knowledge and Skills* (TEKS) form to each of the twenty ESCs. Publishers shall file all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to provide a complete description of all items included in a student and teacher component. Publishers shall file all documents by 5:00 P.M. CDT.

Electronic samples must allow for multiple simultaneous users.

Publishers providing Internet-based instructional materials shall supply the TEA and ESCs with appropriate information, such as locator information and passwords, required to ensure public access to their programs until final samples are submitted in April 2014. Access to electronic samples should be available for multiple simultaneous users.

Publishers shall ensure that all samples are complete as to content. Electronic instructional materials, including Internet-based products, must be functional for review purposes.

The TEA, ESCs, and affected publishing companies shall work together to ensure that hardware or special equipment necessary for review of any item included in a student and/or teacher component of an instructional materials submission is available in each ESC.

Note: The TEA may require additional samples for use by contracted reviewers, members of the SBOE, and others.

- **Deadline** for publishers to file *Forms B and M*, and *Warranty*, providing the physical specifications of the instructional materials (excluding Spanish mathematics materials) being submitted and certifying their adherence to prescribed manufacturing standards. Publishers shall file all documents by 5:00 P.M. CDT.

Friday, April 19, 2013 (continued)

- **Deadline** for publishers to file a signed *Affidavit of Authorship* certifying that each individual whose name is listed as an author or contributor of content was engaged in the development of the materials. In the affidavit, the publisher shall also state in general terms each author's involvement in the development. Publishers shall file all documents by 5:00 P.M. CDT.
- **Deadline** for publishers to provide each school district and open-enrollment charter school with information that fully describes instructional materials submitted under *Proclamation 2014*. Publishers shall file all documents by 5:00 P.M. CDT.

Friday, April 26, 2013

- **Deadline** for ESCs to notify the commissioner of education of any irregularities in sample shipments of all materials. ESCs shall file notification on forms provided by the TEA by 5:00 P.M. CDT.
Within five (5) working days, the TEA will notify the appropriate publisher of any irregularities in the sample shipments.

Friday, May 10, 2013

- TEA provides instructions to publishers for delivery of materials for the state review panels. Shipments shall include all samples, which must be complete as to content and functional for review purposes, and their correlations to the TEKS. Shipments shall include only materials that will be included on the official bid. Ancillary materials are not permitted at the state review panel meetings. A publisher of instructional materials that require hardware or special equipment shall provide appropriate hardware or equipment for the review.

Friday, May 17, 2013

- **Deadline** for publishers to submit one (1) complete, electronic, pre-adoption sample copy of Spanish mathematics instructional materials along with one (1) completed *Correlations to the Texas Essential Knowledge and Skills* (TEKS) form to the TEA. Publishers shall file all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to submit one (1) complete, electronic, pre-adoption sample copy of Spanish mathematics instructional materials along with one (1) completed *Correlations to the Texas Essential Knowledge and Skills* (TEKS) form to each of the twenty ESCs. Publishers shall file all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to file *Forms B and M*, and *Warranty*, providing the physical specifications of the Spanish mathematics instructional materials being submitted and certifying their adherence to prescribed manufacturing standards. Publishers shall file all documents by 5:00 P.M. CDT.
- Each ESC makes samples of instructional materials (excluding Spanish mathematics materials) submitted for adoption available for public examination. The materials must remain available to the public throughout the review and adoption period.

Friday, June 7, 2013

- Each ESC makes samples of Spanish mathematics instructional materials submitted for adoption available for public examination. The materials must remain available to the public throughout the review and adoption period.

June–July, 2013

- TEA conducts orientation and training sessions for state review panel.
- The state review panel evaluates instructional materials submitted for adoption.
- Commissioner of education issues preliminary recommendations that instructional materials be placed on the adopted list or rejected.

July 2013: *SBOE Meeting*

- SBOE may hold public hearing on instructional materials submitted for adoption.

Friday, August 2, 2013

- **Deadline** for publishers to file *Publisher's Certification of Editorial Review* affirming that instructional materials have been edited for accuracy, content, and compliance with requirements of the proclamation. Publishers shall file all documents by 5:00 P.M. CDT.
- **Deadline** for publishers to file *Identification of Factual Errors by Publisher* form listing the corrections to be made to the instructional materials submitted for adoption. Publishers shall file all documents by 5:00 P.M. CDT.

Friday, September 6, 2013

- **Deadline** for Texas residents to file lists of alleged factual errors in instructional materials under consideration for adoption. Residents shall file all documents by 5:00 P.M. CDT.
- **Deadline** for Texas residents to file official written comments concerning instructional materials submitted for adoption. Residents shall file all documents by 5:00 P.M. CDT.
- Prior to the September hearing, the TEA will provide written comments and lists of alleged factual errors to the SBOE, participating publishers, ESCs, and persons who have filed written requests.
- **Deadline** for publishers who elect to protest the preliminary recommendation to file request for show-cause hearings. Publishers shall file all documents by 5:00 P.M. CDT.

September 2013

- Prior to the SBOE meeting, commissioner of education publishes schedule and procedures for the public hearing to be held by the SBOE.
- Members of the general public request to appear at the public hearing before the SBOE; priority will be given to Texas residents. Parties shall file all documents, which shall identify subjects, titles, and publishers of instructional materials to be addressed, with the TEA's division of Instructional Materials and Educational Technology.

Friday, September 13, 2013

- **Deadline** for publishers to provide the name, address, and telephone number of the production manager of each printed instructional materials being prepared for submission. Publishers shall file all documents by 5:00 P.M. CDT.

September 2013

- Prior to the SBOE meeting, the TEA releases copies of official written comments from Texas residents via the TEA website.

September 2013: *SBOE Meeting*

- SBOE holds public hearing on instructional materials submitted for adoption. The archived webcast will be available through the TEA website.

10 working days after the close of the hearing

- **Deadline** for publishers and any person who participated in a hearing before the SBOE to file responses to official written comments from Texas residents and to testimony presented at the public hearing. Respondents shall file all documents by 5:00 P.M. CDT.

10 working days after receiving official written comments

- The commissioner of education releases copies of responses to written and/or oral testimony to members of the SBOE, ESCs, participating publishers, and persons who have filed written requests.

Friday, September 27, 2013

- **Deadline** for publishers to file one signed original copy and one electronic copy of the *Official Bid Form*. Publishers shall file all documents by 5:00 P.M. CDT.

Friday, October 4, 2013

- **Deadline** for persons to file complaints alleging violations of statutes, rules, or procedural irregularities. Persons shall file all documents by 5:00 P.M. CDT.

The commissioner of education may hold a formal or informal hearing in the case of an apparent violation of statute. Upon determining that a violation has occurred, the commissioner shall report the findings to the SBOE.

- The commissioner of education issues *Report of the Commissioner of Education Concerning Required Corrections of Factual Errors*, listing all corrections of factual errors required in the instructional materials under consideration for adoption. The commissioner of education will release the report to the SBOE, affected publishers, ESCs, and other persons, such as Braillists, needing immediate access to the information.
- Commissioner of education issues *Recommendations for the Adoption List of Instructional Materials*, giving advice to the SBOE regarding the adoption of instructional materials.
- **Deadline** for publishers to send NIMAS test files and associated print pages. Publishers shall submit all materials by 5:00 P.M. CDT.

Friday, October 18, 2013

- **Deadline** for publishers to file written confirmation of their intent to make all corrections identified in the *Report of the Commissioner of Education Concerning Required Corrections of Factual Errors* and required by the SBOE. Publishers shall file all documents by 5:00 P.M. CDT.

November 2013: SBOE Meeting

- SBOE committee considers final recommendations of the commissioner of education regarding the adopted lists.
- SBOE considers instructional materials submitted under *Proclamation 2014* for adoption.
- SBOE affirms PSF distribution for fiscal year 2014.

Friday, December 6, 2013

- **Deadline** for publishers of adopted instructional materials to provide three (3) copies of printed student materials and NIMAS computer files. Publishers shall submit all materials to either the TEA or the designated contractor by 5:00 P.M. CST.

Publishing companies submitting electronic instructional materials for adoption are required to comply with the technical standards of the Federal Rehabilitation Act, Section 508 [www.Section 508.gov](http://www.Section508.gov).

Materials delivered online must meet minimum web-based standards, available at <http://www.w3.org/standards>

Friday, December 20, 2013

- **Deadline** for publishers to file the *Register of Contact* form indicating all visits, meetings, or contact with SBOE members, including the date, time, location, and purpose of the communication. Publishers shall file all documents by 5:00 P.M. CST.

2014

Friday, February 14, 2014

- **Deadline** for publishers to file *Identification of Editorial Changes by Publisher* form listing the editorial revisions made to the instructional materials submitted for adoption. Publishers shall file all documents by 5:00 P.M. CST.

April 2014

- School districts and open-enrollment charter schools begin submitting orders for new instructional materials through EMAT.

Friday, May 2, 2014

- **Deadline** for publishers to file signed *Publisher's Affidavit* verifying that all required corrections have been made. Publishers shall file all documents by 5:00 P.M. CDT.
- **Deadline** for publishers to provide one (1) complete copy of adopted instructional materials that incorporates all required corrections to the TEA. Corrected samples shall be identical in content to materials that will be provided to school districts after purchase and representative of the final program. Publishers shall submit all materials by 5:00 P.M. CDT.

Publishers providing Internet-based instructional materials shall supply the TEA with appropriate information, such as locator information and passwords, required to ensure access to their programs throughout the life of the adoption.

- **Deadline** for publishers to provide three (3) complete copies of adopted student editions that incorporate all required corrections with the Braille contractor designated by the TEA. Corrected samples shall be identical in content and format to materials that will be provided to school districts after purchase. Publishers shall submit all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to provide one (1) complete copy of adopted student editions that incorporates all required corrections with the designated producer of large-print materials and one (1) copy of student editions that incorporate all required corrections with the designated producer of audio materials. Corrected samples shall be identical in content and format to materials that will be provided to school districts after purchase. Publishers shall submit all materials by 5:00 P.M. CDT.
- **Deadline** for publishers to provide one (1) complete copy of adopted instructional materials that incorporates all required corrections with each of the twenty ESCs. Corrected samples shall be identical in content to materials that will be provided to school districts after purchase and representative of the final program. Publishers shall submit all materials by 5:00 P.M. CDT.

Publishers providing Internet-based instructional materials shall supply the ESCs with appropriate information, such as locator information and passwords, required to ensure access to their programs throughout the life of the adoption.

Note: The TEA may require additional corrected samples for use by contracted reviewers, members of the SBOE, and others.

June–August 2014

- Publishers distribute adopted instructional materials to school districts and open-enrollment charter schools.

Each publisher shall guarantee delivery of or access to instructional materials at least ten business days before the opening day of school of the year for which the materials are ordered if the materials have been ordered by a date specified in the sales contract.

Additional Information

- Instructional materials must meet at least 50% of the elements (student expectations) of the Texas Essential Knowledge and Skills (TEKS)—for the subject and grade level for which the materials are intended—in both the student version and the teacher version of the instructional materials.
- If a student expectation is subdivided into constituent parts or “breakouts”, then each individual breakout must be sufficiently covered in order for the student expectation to be considered addressed and counted toward the 50% minimum requirement.
- Instructional materials must be free from factual errors at the time of implementation in schools.
- Printed materials intended for use by the student must comply with the standards in the latest edition of *Manufacturing Standards and Specifications for Textbooks*, approved by the Advisory Commission on Textbook Specifications.
- Instructional Materials delivered electronically must meet the technical standards of the Federal Rehabilitation Act, Section 508.
- Materials delivered online must meet minimum web-based standards, available at <http://www.w3.org/standards>.
- All materials submitted for adoption in response to Proclamation 2014 must align with the English Language Proficiency Standards.
- The submission of open-source materials is welcome under Proclamation 2014.
- All official samples submitted to satisfy the requirements of the proclamation must be provided electronically.
- Electronic samples must allow for multiple simultaneous users.
- All Technology Applications products submitted for adoption must be electronically delivered. Print materials for Technology Applications will not be considered for adoption.
- Bids for all Technology Applications products submitted for adoption must include annual pricing. Bids that include a multi-year pricing option for the products are welcome.

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Requirements of Participating Content Providers

Below is a list of requirements that each organization participating in the adoption under Proclamation 2014 will be expected to fulfill. The deadline for fulfilling each of the expectations is provided in the schedule of adoption procedures, and detailed information about each of these requirements—as well as the forms necessary to fulfill them—will be posted on the TEA website as soon as it is available. An organization’s inability to fulfill any of the requirements by the deadlines given in this proclamation may, at the discretion of the commissioner of education, result in that organization’s materials being removed from consideration for adoption.

- **Statement of Intent to Bid:** Participants planning to submit instructional materials for adoption must file one *Statement of Intent to Bid* form for each product and course bid. A publisher that does not submit a *Statement of Intent to Bid* by the deadline given in the proclamation will not be eligible to participate in the adoption. Each print product, and each component of a print product, must have its own 13-digit ISBN. Each electronic product must have a unique identifying number.
- **Description of Submitted Materials:** Participants submitting instructional materials for adoption must provide each school district and open-enrollment charter school with information that fully describes each of the organization’s submitted instructional materials.
- **Pre-Adoption Samples:** Participants submitting instructional materials for adoption must submit electronic samples of each product bid. Samples must be sent to the TEA, each of the 20 education service centers (ESCs), and any school district or open-enrollment charter school that submits a request.
- **Forms B, M and Warranty:** Participants submitting instructional materials for adoption must certify that all materials meet manufacturing standards. For print products, participants must submit a *Form B & Warranty* for each student component in a program. For electronic products, participants must submit a *Form M & Warranty* for each component of electronic media.
- **Pre-Adoption Samples for State Review Panels:** Participants submitting instructional materials for adoption must submit samples to the state review panels. The TEA will provide detailed instructions for submitting samples to the state review panels.
- **Affidavit of Authorship or Contribution:** Participants submitting instructional materials for adoption must certify that each individual whose name is listed as an author or contributor of instructional materials contributed to the development of the materials. Publishers must file one signed and notarized *Affidavit of Authorship or Contribution* form for each product and course bid.
- **Correlation to the TEKS:** Participants must indicate where in the product(s) they believe that the required TEKS are addressed. Publishers must file one form for each product and course bid. For print products, the correlations must be submitted on the form provided by the TEA. For electronic products, the correlations must be included within the product and link to the exact locations where each student expectation is addressed.
- **Certification of Editorial Review:** Participants submitting instructional materials for adoption must affirm that all instructional materials have been edited for accuracy, content, and compliance with the requirements of the proclamation. Publishers must file one *Certification of Editorial Review* form for each product and course bid.

- **List of Publisher Corrections:** Participants submitting instructional materials for adoption must provide a list of all corrections and editorial changes necessary to each student and teacher component of an instructional material submission. All factual errors must be corrected before adopted materials are implemented in schools.
- **Electronic Files for the Production of Braille and Large-Type Materials:** Participants submitting print instructional materials for adoption must provide NIMAS-compliant electronic files, and agree to allow the TEA or its agents to reproduce adopted instructional materials in a format suitable for students and teachers with visual impairments. Additionally, participants must provide the TEA with contact information for each production manager of instructional material.
- **Official Bid Form:** Participants submitting instructional materials for adoption must submit one *Official Bid* form for each product and course bid, giving the official bid price of the instructional materials
- **Publisher's Intent to Correct:** Participants submitting instructional materials for adoption must confirm their willingness to make all identified corrections to the materials submitted for adoption as required by the SBOE.
- **Register of Contact:** Participants submitting instructional materials for adoption must submit a register indicating all visits, meetings, or contact with SBOE members, including the date, time, location, and purpose of the communication.
- **Affidavit of Corrections:** Participants that have materials adopted by the SBOE must verify that all corrections required as a condition of adoption have been made. Participants must submit one *Affidavit of Corrections* for each product and course bid.
- **Post-Adoption Samples:** Participants that have materials adopted by the SBOE must submit corrected sample copies of adopted instructional materials to the TEA, ESCs, the Braille producer, the designated large-print producer, the producer of audio materials, and to each school district and open-enrollment charter school that requests one.
- **Contract:** Participants that have materials adopted by the SBOE will be asked to enter into a contract to provide the instructional materials to all districts and charter schools that order them for an initial contract period of eight years and that may include one contract extension for a period of not more than four years.

Student Enrollment by Grade Level/Course

Enrollment numbers for kindergarten through eighth grade represent reported student enrollment for those grade levels for the 2010–2011 school year. The enrollment numbers for elective courses in middle school and all high school courses represent the reported enrollment for those courses for the 2010–2011 school year. The enrollment information for Spanish comes from the reported enrollment of limited English proficient students in bilingual education programs in each grade.

Course	2010–2011 Enrollment
Elementary Grades	
Grade K	374,178
Grade 1	387,884
Grade 2	379,887
Grade 3	375,432
Grade 4	374,078
Grade 5	372,498
Grade 6	361,662
Grade 7	357,344
Grade 8	354,244
Elementary Grades (Spanish)	
Grade K	77,799
Grade 1	78,423
Grade 2	73,416
Grade 3	68,391
Grade 4	55,025
Grade 5	38,969
Science and CTE Courses for Science Credit	
Aquatic Science	26,689
Astronomy	14,919
Biology	407,915
Chemistry	341,270

Course	2010–2011 Enrollment
Science and CTE Courses for Science Credit (continued)	
Earth and Space Science	14,408
Environmental Systems	47,517
Integrated Physics and Chemistry	140,207
Physics	233,977
Principles of Technology	17,493
Scientific Research and Design	10,287
Anatomy and Physiology	60,719
Engineering Design and Problem Solving	1,407
Medical Microbiology	4,679
Pathophysiology	4,335
Advanced Animal Science	4,908
Advanced Biotechnology	578
Advanced Plant and Soil Science	975
Food Science	7,738
Forensic Science	12,309
Technology Applications*	
Fundamentals of Computer Science	475
Computer Science I	10,026
Computer Science II	729
Computer Science III	159
Digital Forensics	101
Discrete Mathematics	Enrollment Not Available
Game Programming and Design	975
Mobile Application Development	240
Robotics Programming and Design	285
Digital Design and Media Production	7,623

**Because 2011–2012 enrollment data for some Technology Applications courses is unavailable, enrollment data for all of the Technology Applications courses is from the 2012–2013 school year.*

Course	2010–2011 Enrollment
Technology Applications (continued)*	
Digital Art and Animation	6,977
3-D Modeling and Animation	159
Digital Communications in the 21st Century	958
Digital Video and Audio Design	2,901
Web Communications	451
Web Design	4,621
Web Game Development	95

**Because 2011–2012 enrollment data for some Technology Applications courses is unavailable, enrollment data for all of the Technology Applications courses is from the 2012–2013 school year.*

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Texas Essential Knowledge and Skills

The Texas Essential Knowledge and Skills (TEKS) describe what students should know and be able to do for each course in the required curriculum.

The tables below provide links to the TEKS for each of the courses included in Proclamation 2014.

Chapter 112. Texas Essential Knowledge and Skills for Science
§112.11. Science, Kindergarten, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.11
§112.12. Science, Grade 1, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.12
§112.13. Science, Grade 2, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.13
§112.14. Science, Grade 3, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.14
§112.15. Science, Grade 4, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.15
§112.16. Science, Grade 5, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112a.html#112.16
§112.18. Science, Grade 6, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112b.html#112.18
§112.19. Science, Grade 7, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112b.html#112.19
§112.20. Science, Grade 8, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112b.html#112.20
§112.32. Aquatic Science, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.32
§112.33. Astronomy, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.33
§112.34. Biology, Beginning with School Year 2010-2011 http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.34

Chapter 112. Texas Essential Knowledge and Skills for Science

§112.35. Chemistry, Beginning with School Year 2010-2011

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.35>

§112.36. Earth and Space Science, Beginning with School Year 2010-2011

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.36>

§112.37. Environmental Systems, Beginning with School Year 2010-2011

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.37>

§112.38. Integrated Physics and Chemistry, Beginning with School Year 2010-2011

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.38>

§112.39. Physics, Beginning with School Year 2010-2011

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112c.html#112.39>

§112.71. Principles of Technology

<http://ritter.tea.state.tx.us/rules/tac/chapter112/ch112d.html#112.71>

Capítulo 112. Conocimientos y destrezas esenciales en Texas para ciencias

§112.11–§112.16 Ciencias Kindergarten–grade 5

<http://www.tea.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147501151&libID=2147501146>

Chapter 130. Texas Essential Knowledge and Skills for
Career and Technical Education

§130.7. Advanced Animal Science (One Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130a.html#130.7>

§130.21. Advanced Plant and Soil Science (One Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130a.html#130.21>

§130.206. Anatomy and Physiology (One Science Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130h.html#130.206>

§130.207. Medical Microbiology (One-Half to One Science Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130h.html#130.207>

§130.208. Pathophysiology (One-Half to One Science Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130h.html#130.208>

§130.230. Food Science (One Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130i.html#130.230>

§130.295. Forensic Science (One Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130l.html#130.295>

§130.364. Advanced Biotechnology (One Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130o.html#130.364>

§130.372. Scientific Research and Design (One Science Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130o.html#130.372>

§130.373. Engineering Design and Problem Solving (One Science Credit)

<http://ritter.tea.state.tx.us/rules/tac/chapter130/ch130o.html#130.373>

Chapter 111. Texas Essential Knowledge and Skills for Mathematics

Mathematics, Kindergarten

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.2>

Mathematics, Grade 1

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.3>

Mathematics, Grade 2

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.4>

Mathematics, Grade 3

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.5>

Mathematics, Grade 4

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.6>

Mathematics, Grade 5

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111a.html#111.7>

Mathematics, Grade 6

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111b.html#111.26>

Mathematics, Grade 7

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111b.html#111.27>

Mathematics, Grade 8

<http://ritter.tea.state.tx.us/rules/tac/chapter111/ch111b.html#111.28>

Capítulo 111. Conocimientos y destrezas esenciales en Texas para matemáticas

§111.12- §111.17 matemáticas, de K a 5° grado

<http://www.tea.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=2147512331&libID=2147512318>

Additional Considerations for Addressing the Mathematics Standards

- I. Student mastery of standard algorithms, including addition, subtraction, multiplication, division, is the capstone standard for elementary mathematics.
- II. The process standards describe ways in which students are expected to engage in the content. The placement of the process standards at the beginning of the knowledge and skills listed for each grade and course is intentional. The process standards should not be addressed in isolation. Students must have opportunities to develop proficiency in solving mathematical and real world problems. The instructional materials for mathematics in Kindergarten – Grade 8 must integrate the following process standards into the rest of the student expectations for each grade level:
 - a) apply mathematics to problems arising in everyday life, society, and the workplace;
 - b) use a problem-solving model that incorporates analyzing given information, formulating a plan or strategy, determining a solution, justifying the solution, and evaluating the problem-solving process and the reasonableness of the solution;
 - c) select tools, including real objects, manipulatives, paper and pencil, and technology as appropriate, and techniques, including mental math, estimation, and number sense as appropriate, to solve problems;
 - d) communicate mathematical ideas, reasoning, and their implications using multiple representations, including symbols, diagrams, graphs, and language as appropriate;
 - e) create and use representations to organize, record, and communicate mathematical ideas;
 - f) analyze mathematical relationships to connect and communicate mathematical ideas; and
 - g) display, explain, and justify mathematical ideas and arguments using precise mathematical language in written or oral communication.

Chapter 126. Texas Essential Knowledge and Skills for
Technology Applications

§126.6. Technology Applications, Kindergarten-Grade 2, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126a.html#126.6>

§126.7. Technology Applications, Grades 3-5, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126a.html#126.7>

§126.14. Technology Applications, Grade 6, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126b.html#126.14>

§126.15. Technology Applications, Grade 7, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126b.html#126.15>

§126.16. Technology Applications, Grade 8, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126b.html#126.16>

§126.32. Fundamentals of Computer Science (One-Half to One Credit), Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.32>

§126.33. Computer Science I, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.33>

§126.34. Computer Science II, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.34>

§126.35. Computer Science III, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.35>

§126.36. Digital Forensics, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.36>

§126.37. Discrete Mathematics, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.37>

§126.38. Game Programming and Design, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.38>

§126.39. Mobile Application Development, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.39>

Chapter 126. Texas Essential Knowledge and Skills for
Technology Applications

§126.40. Robotics Programming and Design, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.40>

§126.41. Digital Design and Media Production, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.41>

§126.42. Digital Art and Animation, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.42>

§126.43. 3-D Modeling and Animation, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.43>

§126.44. Digital Communications in the 21st Century, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.44>

§126.45. Digital Video and Audio Design, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.45>

§126.46. Web Communications, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.46>

§126.47. Web Design, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.47>

§126.48. Web Game Development, Beginning with School Year 2012-2013

<http://ritter.tea.state.tx.us/rules/tac/chapter126/ch126c.html#126.48>

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English Language Proficiency Standards

The English Language Proficiency Standards (ELPS) outline English language proficiency level descriptors and student expectations for English language learners (ELLs). In order to be eligible for adoption, instructional materials must meet 100% of the ELPS.

The tables below provide links to the ELPS.

English Language Proficiency Standards
§74.4. English Language Proficiency Standards http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074a.html#74.4

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APPENDIX

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Glossary of Terms

For the purpose of Proclamation 2014, the following words and terms will have the following meanings:

Ancillaries Those materials not listed on the publisher's *Statement of Intent to Bid*, but that the publisher plans to provide to districts and open-enrollment charter schools free with each order. Ancillaries are not reviewed by panel members at the state level and are not adopted nor sanctioned by the State Board of Education (SBOE).

Affidavit of Authorship or Contribution A signed and notarized document by which a publisher certifies that each individual whose name is listed on its materials as an author or contributor of content was engaged in the development of the materials. The affidavit also states in general terms the involvement of each author and/or contributor.

Affidavit of Corrections A signed and notarized document by which a publisher certifies that all required corrections of factual errors have been made.

Breakouts The result of parsing the Texas Essential Knowledge and Skills (TEKS) into constituent parts. The breakouts are shown on the Correlations Form and the Evaluation Form.

Citation The identification of one occurrence of a factual error, editorial error, or a specific example of content that covers one of the Texas Essential Knowledge and Skills (TEKS).

Consumable Instructional material that is intended to be written in, depleted, or otherwise consumed during the first year of use.

Correlations Form A document, provided by the TEA, on which publishers of print materials indicate the locations in their materials where the required Texas Essential Knowledge and Skills (TEKS) are addressed. Publishers of electronic materials must include correlations as part of their products.

Depository An entity through which publishers receive and fill orders for instructional materials. Depositories must be EMAT and Electronic Data Interchange (EDI) compliant. Publishers are no longer required to maintain a depository, though the use of a depository is permitted.

Educational Materials System (EMAT) The TEA's statewide electronic instructional materials management system that processes all requisitions for, payments for, and deliveries of, adopted instructional materials. School districts and open-enrollment charter schools also use EMAT to request disbursements from their Instructional Materials Allotments.

Education Service Centers (ESCs) Public entities created by state statute to provide educational support programs and services to local schools and school districts. Each of the 20 ESCs serves districts in a specific geographic area.

Enrichment Subjects Those subjects, other than the foundation subjects, that public schools in Texas must offer to their students. The subjects are: languages other than English, health, physical education, fine arts, career and technical education, technology applications, and religious literature.

Error Form Please see *Identification of Errors and Changes by Publisher Form*.

Evaluation Form (State Review Panel evaluation) A document that the state review panels complete and submit detailing where the instructional material addresses the Texas Essential Knowledge and Skills (TEKS).

Exhibit A Please see *Official Bid Form*.

Extensible Markup Language (XML) A general-purpose specification developed by the World Wide Web Consortium (W3C) for creating custom markup languages whereby the meaning of text can be understood directly from its context within the file. NIMAS is an example of XML.

Form B and Warranty of Publisher A signed statement certifying that the printed books submitted for adoption conform in every respect to the *Manufacturing Standards and Specifications for Textbooks (MSST)*.

Form M and Warranty of Publisher A signed statement certifying that the electronic media submitted for adoption conform in every respect to the *Manufacturing Standards and Specifications for Textbooks (MSST)*.

Foundation Subjects Those subjects other than the enrichment subjects that public schools in Texas must offer to their students. The subjects are English language arts, mathematics, science, and social studies.

Identification of Errors and Changes by Publisher Form A document with which a publisher provides the list of all corrections necessary to each student and teacher component of an instructional materials submission.

Instructional Materials Allotment (IMA) An annual allocation of money from the Instructional Materials Fund to each school district and open-enrollment charter school. The allotment is based on student enrollment, and the per-student amount is determined by the commissioner of education.

Instructional Materials Fund A reserve of capital comprised of an amount set aside by the State Board of Education from the available school fund and any amounts lawfully paid into the fund from any other source. Money from the instructional materials fund is used to finance the instructional materials allotment.

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 a book, supplementary materials, a combination of a book, workbook, and supplementary 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-source instructional materials.

Instructional Materials and Educational Technology (IMET) The division of the Texas Education Agency (TEA) that coordinates the acquisition of state-approved instructional materials in various media and implements and supports educational technology to prepare Texas public school students and educators for success in the 21st century.

International Standard Book Number (ISBN) A unique number that identifies books and book-like products internationally. Each component listed on a *Statement of Intent to Bid* must have a unique 13-digit ISBN.

Manufacturing Standards and Specifications for Textbooks (MSST) The physical standards of quality and performance for K-12 instructional materials. The MSST is published by the National Association of State Textbook Administrators (NASTA).

National Instructional Materials Accessibility Standard (NIMAS) A technical standard used to produce (XML)-based source files, from which accessible, student-ready alternate-format versions of textbooks and core materials (e.g., Braille, e-text, Digital Talking Book, large print, etc.) can be created and distributed to students with print disabilities.

No-Contact Period The time during which appointed state review panel members are not permitted to have either direct or indirect contact regarding content of instructional materials under evaluation by the panel with any person having an interest in the adoption process. The period begins when the Texas Education Agency (TEA) initially contacts a nominee regarding his or her appointment to review instructional materials and ends after the State Board of Education (SBOE) adopts the instructional materials.

Nonconsumable Components that are considered self-sufficient for the entire period of the adoption.

Official Bid (Exhibit A) The document with which a publisher makes an official offer to provide specific instructional materials to the state of Texas at a fixed price. The form is based on the *Statement of Intent to Bid*, and becomes Exhibit A of the contract.

Proclamation The document issued by the State Board of Education (SBOE) calling for bids for instructional materials in selected subject areas and/or grade levels. The proclamation identifies the subject areas scheduled for review and contains the content requirements Texas Essential Knowledge and Skills (TEKS). Proclamations are named for the year in which the materials are intended to be made available in the classroom.

Questions and Answers Document (Q&A) A proclamation-specific document issued by the State Board of Education (SBOE) that consists of questions presented by publishers and answers provided by the Texas Education Agency (TEA).

Register of Contacts Form The document with which a publisher discloses all contact with members of the State Board of Education (SBOE). The disclosure, which is required by state law, must include the time, date, location and purpose for each communication with a member of the SBOE.

Report of the Commissioner of Education Concerning Required Corrections of Factual Errors A report prepared by the commissioner of education and presented to the State Board of Education (SBOE) listing all factual errors discovered in instructional materials being considered for adoption. This report is a compilation of the errors found by the state review panels, those reported by the publishers (who are required to disclose all known factual errors), and any reported to the Texas Education Agency (TEA) by the general public or third-party organizations.

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

Statement of Intent to Bid The document with which a publisher indicates its intention to participate in an adoption under a specific proclamation. The form requires detailed information about each instructional product to be submitted.

State Review Panel A group of individuals that conducts a full and complete investigation of the instructional materials submitted for adoption to identify the Texas Essential Knowledge and Skills (TEKS) covered and identify factual errors. The panels are composed of university professors, public school teachers, parents, business and industry representatives, and other subject matter experts.

Student Component Any instructional materials that are specifically intended for use by the student. The student components may include print and non-print materials such as student editions, workbooks, and online materials.

Teacher Component Any resources that are specifically intended for use by a teacher. The teacher components may include print and non-print materials such as student editions, workbooks, and online materials.

Texas Essential Knowledge and Skills (TEKS) The state standards for the foundation and enrichment curriculum, adopted by the SBOE, that identify what students should know and be able to do at the end of each grade level or course.

Textbook Please see *Instructional Materials*.

Accessibility Information

I. Electronic Instructional Materials

Publishing companies that offer electronic textbooks (e.g., CD-ROMs, DVDs or Web-based instructional materials) for adoption are required to offer these materials in an accessible format in accordance with the technical standards of the Federal Rehabilitation Act, Section 508. The standards are available at

<http://www.section508.gov/index.cfm?fuseAction=stdsdoc>

Accessibility Information Resources For Publishers Of Electronic Instructional Materials

The following web links, publications and conferences offer essential information for publishers that are planning the development of accessible electronic textbooks.

General

1. Section 508: <http://www.section508.gov/>
2. Resources from the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI): <http://www.w3.org/WAI/Resources/>
3. Guidelines for Describing STEM Images for Use within Digital Talking Books and on Web Sites: <http://ncam.wgbh.org/about/news/ncam-publishes-guidelines-for->
4. Conference Proceedings, Annual Conference on “Technology and Persons with Disabilities,” California State University, Northridge (CSUN): <http://www.csun.edu/cod/conference/index.php>
5. Texas Administrative Code, Chapter 206, Subchapter B, Section 206.50, Accessibility and Usability of State Web Sites: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&p_g=1&p_tac=&ti=10&pt=10&ch=206&rl=50](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&p_g=1&p_tac=&ti=10&pt=10&ch=206&rl=50)

Resources for Designing Accessible Web Sites

1. Web Content Accessibility Guidelines (WCAG 2.0) – W3C: <http://www.w3.org/TR/WCAG20/>
2. Accessible Web Authoring Resources and Education (AWARE) Center for the HTML Writers Guild: <http://aware.hwg.org/>
3. Evaluation, Repair, and Transformation Tools for Web Content Accessibility: <http://www.w3.org/WAI/ER/tools/>
4. HTML Kit (editor, validator, Word 2000 cleanup): <http://www.chami.com/html-kit/>
5. IBM Software Accessibility Checklist Checkpoint 2.1, <http://www-03.ibm.com/able/guidelines/web/accessweb.html>

6. WGBH's National Center for Accessible Media: <http://ncam.wgbh.org/>
7. Trace Research and Development Center's Developing More Usable Web Sites: <http://www.trace.wisc.edu/world/web/>

Resources for Closed Captioning and Audio Description

1. Media Access Group at WGBH, The Caption Center: <http://www.wgbh.org/caption>
2. National Captioning Institute: <http://www.ncicap.org>
3. VITAC: <http://www.vitac.com>
4. Media Access Group at WGBH, Descriptive Video Service: <http://main.wgbh.org/wgbh/pages/mag/services/description/>
5. Metropolitan Washington Ear, Inc.: <http://www.washear.org>
6. Narrative Television Network: <http://www.narrativetv.com>

II. Printed Instructional Materials

Electronic Files and Instructional Materials Required For Automated Production Of Braille

Under sections 712(a)(23)(A) and 674(e)(4) of the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Improvement Act of 2004, the Secretary of Education establishes the National Instructional Materials Accessibility Standard (NIMAS). Under Section 674(e)(4) of the Act, NIMAS files of printed instructional materials are needed to ensure the timely production of braille versions of the materials.

Every publisher of print materials adopted under Proclamation 2014 must provide electronic files of their adopted programs to facilitate the production of braille versions. The electronic files must conform to the NIMAS, the purpose of which is to help increase the availability and timely delivery of print instructional materials in accessible formats to blind or other persons with print disabilities in elementary and secondary schools. The *NIMAS 1.1 The Technical Standard (Annotated)* can be found at http://aim.cast.org/experience/technologies/spec-v1_1.

New publishers should email nimac@aph.org to request a publisher account. The National Instructional Materials Access Center (NIMAC) will provide instructions regarding how to set up an account, as well as complete documentation regarding submission procedures and how to prepare metadata correctly. A new publisher may be required to provide a sample NIMAS file to the NIMAC for review before they establish an account for the publisher. Specific information and resources for publishers, including a list of frequently asked questions (FAQ), can be found at the NIMAC web site: <http://www.nimac.us/publishers.html>.

Additionally, publishers of *electronic* instructional materials adopted under Proclamation 2014 are required to offer these programs in an accessible format in accordance with the technical standards of the Federal Rehabilitation Act, Section 508. Additional information is available on the Section 508 website <http://www.Section508.gov>. Please refer to *Section I. Electronic Instructional Materials*. The portion of specifications entitled “Accessibility Information Resources for Publishers of Electronic Instructional Materials” has been updated to show the latest versions of publications related to the development of accessible electronic instructional materials.

Computer files and printed instructional materials are required for all subjects for automated braille instructional materials produced under Proclamation 2014. However, computer files are not required for Kindergarten instructional materials as the content is too pictorial for producing in a braille format.

Each publisher participating in Proclamation 2014 is required to provide the name, address, telephone number, fax number and e-mail address of the individual responsible for providing the computerized files, normally the instructional materials production manager, by **September 13, 2013**. Communication between the Division of Instructional Materials and Educational Technology and the publisher's representative responsible for providing the computerized files should begin early in the file production process. Publishers will send a small test file and associated print pages to the Division of Instructional Materials and Educational Technology, Attention: Distribution and Accessibility Director by **October 4, 2013**. Early detection of any problems in the test file will allow time for publishers and braille producers to remedy these problems before the final delivery deadline. Also, publishers will be requested to submit three copies of the designated print student materials and one copy of the computerized files to be used in production of Braille versions. **Publishers should provide computerized files of blackline masters or other materials clearly intended for student use even though they are included in the teacher component.** Printed student materials and computer files must be received by the Instructional Materials and Educational Technology Division no later than **December 6, 2013**.

Publishers are required to submit three print copies and NIMAS files of student components adopted in Proclamation 2014 that incorporate all required corrections. Corrected student components and NIMAS files must be received no later than **May 2, 2014**.

Procedures For Providing Electronic Files And Printed Materials To Braille, Large-Type, and Audio Producers

- (1) **September 13, 2013:** Publishers provide to the Instructional Materials and Educational Technology Division the name, address, and telephone number of the production manager of each printed textbook or instructional material being prepared for submission. This information should be sent to Ms. Kelly Griffin, at e-mail address: kelly.griffin@tea.state.tx.us, fax number (512) 463-8278, or regular address: 1701 North Congress Avenue, Room 3-110, Austin, Texas 78701.

- (2) **October 4, 2013:** Publishers send a small NIMAS test file and associated print pages to the Instructional Materials and Educational Technology Division, Attention: Distribution and Accessibility Director. In the past, this procedure has proven to be extremely beneficial to publishers and braille producers. It has significantly facilitated communication between publishers and braille producers. After receipt of the NIMAS test files, braille producers designated by the Agency will need at least two weeks to evaluate the files and respond to publisher inquiries about usability.
- (3) **Week Following November SBOE Meeting:** Publishers of adopted printed instructional materials are informed of the designated braille producers by Instructional Materials and Educational Technology Division.
- (4) **December 6, 2013:**
- (a) Publishers must provide three print copies of the adopted student materials, one copy of the digital files and a screen shot from the publisher's 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 to the designated braille producer.

Publishers are not required to provide printed copies or computer files of materials that are designed for use by teachers. If a teacher who is visually impaired requires a braille version during the adoption period, a publisher will be requested to provide the agency with two printed teacher editions, if applicable. **Publishers should provide two print copies and computerized files of blackline masters or other materials clearly intended for student use even though they are included in the teacher component.**
 - (b) Deliver usable textbook NIMAS files to designated Braille producers in accordance with the enclosed NIMAS standards.
 - (c) Publishers must provide one print copy of the adopted student materials to the designated large-print producer; publishers must provide one print copy of the adopted student materials to the designated audio producer.
- (5) **May 2, 2014:**
- (a) Submit three print copies of the corrected student components and corrected NIMAS files to the designated Braille producer.
 - (b) Publishers must submit corrected NIMAS files to the NIMAC. The Texas Education Agency (TEA) and the NIMAC will coordinate to ensure that the file is uploaded to the NIMAC

NIMAS 1.1 Technical Specifications

The NIMAS 1.1 technical specification can be found at
http://aim.cast.org/experience/technologies/spec-v1_1