

DATE:	March 24, 2022
SUBJECT:	Instructional Materials Ordering for the 2022–23 School Year
CATEGORY:	Instructional Materials and Implementation
NEXT STEPS:	Share with appropriate staff

EMAT Closing to Prepare for School Year 2022–23

The educational materials ordering system known as EMAT will close at 8:00 a.m. CDT on March 28, 2022. Local educational agencies (LEAs) should place orders for instructional materials needed for the 2021–22 school year before March 28, 2022. Districts' remaining allotment funds will roll over to the next school year.

Action Required: Submit Allotment and TEKS Certification Form

LEAs are required to certify annually to the State Board of Education and the commissioner of education that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS). LEAs must submit certifications to receive access for ordering 2022–23 instructional materials or to request disbursement of allotment funds through EMAT.

TEA recommends that LEAs submit the Allotment and TEKS Certification form by the end of May to ensure access to EMAT when it opens for school year 2022–23. EMAT will reopen during the month of May; Allotment and TEKS Certification forms are typically processed and access to EMAT provided within five business days of form submission. The form is an online survey that can be accessed starting March 28, 2022, on the [Instructional Materials website](#).

The certification must be ratified by the LEA's board of trustees or governing body in an open, public-noticed meeting. The recommended steps are included below:

- 1. Gather information** - Start by downloading a sample copy of the online survey to assist with collecting the information needed to complete the form. A link to a sample copy will be available on the [Instructional Materials website](#) starting March 28, 2022. The form asks LEAs to indicate the instructional materials the LEA has adopted or plans to adopt for the 2022–23 school year for each grade level and core subject or core course, and some additional questions about instructional materials and local adoption procedures.
- 2. Complete online form for approval** - The superintendent may identify a district representative to complete the online survey. This may be the instructional materials coordinator or another district representative. Note: the form will not be considered finalized until the superintendent submits final approval.
 - At the end of the survey, click *Generate Response Summary* to download and print a PDF version of the completed form which will be needed to complete step 3.
 - After the PDF is generated, click *Next* to submit the draft of the survey. This will automatically send a copy of the survey to the superintendent's email address provided in the survey, with instructions for submitting final approval (step 4 below).

3. **Obtain local board approval** - Take the PDF version of the completed form to the board meeting to obtain approval. Note: board signatures are not required to be uploaded or submitted, so LEAs should plan to maintain documentation at the local level.
4. **Superintendent to submit approved version** - After the district representative completes the form, the superintendent will get an email requesting approval of the completed form. Using a link in the email, the superintendent can go into the form and make any changes to the draft based on the local board meeting. Once the form is completed accurately, the superintendent should select *Approve* on the last page of the survey to officially submit the LEA's response to TEA.

Please note: The survey may take up to 45 minutes to complete and may require consultation with content area leads or other district staff. Provided you do not clear your browsing history, you can exit the survey and return to complete it at a later time and your responses will be saved. For questions about the Allotment and TEKS Certification form or process, please submit a [Help Desk ticket](#) on the [Instructional Materials and Implementation website](#).

Internet Safety Requirements

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. (You may find more information on the [FCC website](#).)

It is the intent of the Legislature that the State Board of Education ensure that any instructional materials and technology purchased using funds disbursed from the State Instructional Materials and Technology Fund meet the requirements of certification under [47 U.S.C. Section 254\(h\)\(5\)\(B\) and \(C\)](#) to the extent the certification is applicable to those materials. This guidance is in accordance with [Section III, Rider 8, of the General Appropriations Act \(Senate Bill 1, 87th Regular Session, 2021\)](#).

As part of the Allotment and TEKS Certification form, LEAs will be asked if they currently have a filter or monitor in place to ensure that students accessing online materials do not have access to obscene or harmful content. Allotment funds may be used if your LEA needs to purchase technology for filtering or monitoring; submit a *Technology Services* allotment disbursement request and use the *Contracted Services* category.

In addition, all material should be appropriate for students. Texas Penal Code §43.24(a)(2) describes harmful material as material whose dominant theme taken as a whole: (1) appeals to the prurient interest of a minor, in sex, nudity, or excretion; (2) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and (3) is utterly without redeeming social value for minors. It is an offense in Texas to distribute this material in violation of Texas Penal Code §43.24(b).

For questions about this guidance, please submit a Help Desk ticket on the Instructional Materials and Implementation website.