

March 3, 2014

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Instructional Materials Allotment Certification and Access to EMAT

Districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the Commissioner that for each subject in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills. Districts and open-enrollment charter schools will be unable to submit any requisitions or disbursements for the 2014-2015 school year until the certification has been signed and submitted to the Texas Education Agency. To assist with planning, instructions for completing the certification are located at <http://www.tea.state.tx.us/WorkArea/DownloadAsset.aspx?id=2147512338>

The annual certification form is available through the Educational Materials (EMAT) system. The EMAT system will close on *March 14, 2014*. School districts and open enrollment charter schools should place any orders needed for this school year on or before March 14th. EMAT will reopen for the 2014-2015 school year on April 2, 2014.

The *Instructional Materials Allotment and TEKS Certification* form must be presented before the local board of trustees or governing body. The superintendent, local board president, and the board secretary are required to sign the form before it can be accepted by the Texas Education Agency (TEA). Districts and charters may sign, scan and email the form to instructional.materials@tea.state.tx.us or fax the form to (512) 475-3612.

Districts and charters may also mail the signed form to:

Texas Education Agency
Instructional Materials and Educational Technology
1701 North Congress Avenue
Austin, TX 78701

Sincerely,

Monica G. Martinez
Associate Commissioner
Standards and Programs

MM/jl

Instructional Materials Allotment and TEKS Certification, 2014-2015

Certification:

The district superintendent, along with the president and secretary of the local board of trustees, or the officers of the governing body of the charter school, certify the following:

- 1) That the instructional materials selections transmitted via EMAT have been approved for use in our district or charter school. We understand that all instructional materials adopted by the state are appropriate for use in Texas schools.
- 2) That this district's instructional materials allotment will be used only for expenses allowed by TEC §31.0211, 82nd Texas Legislature.
- 3) That this district purchases instructional materials that will assist the district in satisfying performance standards under Texas Education Code (TEC) §39.0241, Satisfactory Performance Standards, on assessment instruments adopted under TEC §39.023(a) and (c), 82nd Texas Legislature.
- 4) That any instructional materials used by this district should collectively cover all elements of the essential knowledge and skills of the required curriculum, other than physical education for each subject and grade level.
- 5) That this district will provide the title and publication information for any instructional materials requisitioned or purchased by the district with the district's instructional materials allotment.

Certified	Grade Level
<input checked="" type="checkbox"/>	Kindergarten
<input checked="" type="checkbox"/>	Grade 1
<input checked="" type="checkbox"/>	Grade 2
<input checked="" type="checkbox"/>	Grade 3
<input checked="" type="checkbox"/>	Grade 4
<input checked="" type="checkbox"/>	Grade 5
<input checked="" type="checkbox"/>	Grade 6
<input checked="" type="checkbox"/>	Grade 7
<input checked="" type="checkbox"/>	Grade 8
<input checked="" type="checkbox"/>	Grade 9
<input checked="" type="checkbox"/>	Grade 10
<input checked="" type="checkbox"/>	Grade 11
<input checked="" type="checkbox"/>	Grade 12

Certified	Subject Area
<input checked="" type="checkbox"/>	CAREER & TECHNICAL EDUCATION (CTE)
<input checked="" type="checkbox"/>	ENGLISH LANGUAGE PROFICIENCY STANDARDS
<input checked="" type="checkbox"/>	FINE ARTS
<input checked="" type="checkbox"/>	HEALTH
<input checked="" type="checkbox"/>	LANGUAGE ARTS AND READING
<input checked="" type="checkbox"/>	LANGUAGES OTHER THAN ENGLISH
<input checked="" type="checkbox"/>	MATHEMATICS
<input checked="" type="checkbox"/>	SCIENCE
<input checked="" type="checkbox"/>	SOCIAL STUDIES AND HISTORY
<input checked="" type="checkbox"/>	TECHNOLOGY APPLICATIONS

Signature of Superintendent

Signature

Signatures of Board President and Secretary or Governing Board Officers

Board President

Board Secretary

Mail to:

Texas Education Agency
 Instructional Materials and Educational Technology
 1701 North Congress Avenue
 Austin, TX 78701

OR Fax to: (512) 475-3612

OR Email to: instructional.materials@tea.state.tx.us