

March 24, 2015

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Instructional Materials Ordering for the 2015–2016 School Year

The educational materials ordering system known as EMAT will close on *April 3, 2015*. School districts and open-enrollment charter schools should place any orders for instructional materials needed for the 2014–2015 school year on or before April 3, 2015. EMAT will reopen for districts to order materials for the 2015–2016 school year on April 13, 2015.

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 other than physical education, students have access to instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS). Districts and open-enrollment charter schools will be unable to order 2015–2016 instructional materials through EMAT until the certification has been received by the Texas Education Agency (TEA).

The required *Instructional Materials Allotment and TEKS Certification* is available in EMAT. Step by step instructions to access and process the form are available on the EMAT system start page.

The certification form must be presented to the district's or open-enrollment charter's local board of trustees or governing body. The superintendent, local board president, and board secretary are required to sign the form before it is submitted to TEA. The certification form can be scanned and emailed to the TEA instructional materials mailbox at instructional.materials@tea.texas.gov.

The 2015–2016 instructional materials allotment (IMA) will be calculated and placed into each district and open-enrollment charter school's EMAT account when appropriations have been made by the 84th Texas Legislature. The following options will be available to purchase instructional materials for the 2015–2016 school year prior to that time:

- Any and all previous years' IMA carryover funding may be used to purchase materials.
- Districts and open-enrollment charter schools may spend local district funds and then be reimbursed through acceptable disbursement requests when their 2015–2016 funding becomes available. The district and open-enrollment charter schools will be responsible for any purchases that cause them to exceed their available EMAT balance (as it will stand after the 2015–2016 allotments are added) or that are not allowable IMA expenses.

Although the amount of each district's IMA will be reflected in EMAT during the summer (as early as possible), the funds will not actually be available until after September 1, 2015. A delayed payment option, authorized by the Texas Education Code, §31.0215, allows districts to

requisition and receive state-adopted instructional materials before the IMA funds for those materials are available if the publisher agrees to participate in the option. Information regarding which publishers participate in the delayed payment option is available in the EMAT system. The delayed payment option can be used for up to 80 percent of a district's IMA in any given fiscal year. Once the 2015–2016 funds become available, TEA will prioritize delayed payment requisitions over any reimbursement or disbursement purchases made directly by a school district or an open-enrollment charter school.

Districts may order accessible instructional materials (AIM) for students with print disabilities through the EMAT system at any time after successful submission of their *Instructional Materials Allotment and TEKS Certification*. Braille, large type, and audio instructional materials remain the property of the State and are not paid for through a district's IMA.

If you have any questions, please contact the Instructional Materials and Educational Technology Division at (512) 463-9601 or via email at instructional.materials@tea.texas.gov.

Sincerely,

Monica G. Martinez
Associate Commissioner
Standards and Programs

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